



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Wildland Fire Crew Deployment and Management Process	DOC Policy: 40.2.6
Supersedes:	N/A	
Applicability:	Institutions	
Directives Cross-Reference:	Rule: Inmate Work Crews Div - 082	

I. PURPOSE

To outline the policy for dispatching inmate crews for wildland fire fighting anywhere in the state, in accordance with the Inmate Work Programs agreement between the Oregon Department of Forestry and Oregon Department of Corrections.

II. POLICY

A. Dispatching Inmate Fire/Emergency Crews:

All requests for inmate fire fighting and support crews will be made by the Department of Forestry's Unit Offices, District Dispatch or Salem Fire Operations Center directly, or in the case of a DOC multiple institution response, the request may come through the Department Inmate Work Programs Administrator's office.

1. Fire Crew Call-Out: When an institution receives a call from Department of Forestry's Unit Offices, District Dispatch, Salem Fire Operations Center representative or Department of Corrections Inmate Work Program Administrator for inmate fire crews, the Institution's Officer in Charge, Control Center staff or other designated staff will complete a Fire Crew Activation form (attachment 1) and obtain the following information:
 - a. Name of the agency requesting assistance;
 - b. Telephone number of requesting agency;
 - c. Point of Contact and phone number;
 - d. Agency request number, project number and billing number;
 - e. Requested time of crew(s) arrival to designated fire mobilization site;
 - f. Assignment detail description and departure time of crews;
 - g. Location of the fire/emergency and directions from the institution;
 - h. Team Leader, Forestry Liaison Officer and Forestry Inmate Crew Supervisors;
 - i. Number of crews to be dispatched; and

- j. Record vehicle license numbers.

B. Notifications:

When activated, each institution will be responsible to notify, at a minimum, the Inmate Work Programs Administrator's Office, appropriate local and state authorities, and the institution's command structure (the command structure communication requirement may vary at each institution).

C. Remote Fire Camp

1. For a single response fire, the institution activated will establish the minimum number of staff assigned, including necessary lead staff, if indicated.
2. The normal ratio of staff to inmates will be 1:10 for fire fighting crews, and 1:15 for fire camp support crews. Exceptions can be made to these ratios pursuant to department rule on **Inmate Work Crews**. Decisions in the field relating to such changes need to be made by the Superintendent, with a follow up phone call to the Assistant Director of Institutions.
3. When multiple institutions are deployed to a single fire incident, the department's Camp Commander shall be ranked Lieutenant or above.
4. The institution closest to a fire site, which participates in the ODF response plan, will be responsible for designating a Camp Commander unless the first responding institution has a lieutenant assigned to the camp or other arrangements are made between responding institutions.
5. Upon arrival at a fire camp, the Camp Commander will make immediate contact with the Forestry Liaison Officer and obtain instructions for an inmate camp location.
 - a. All inmates will be housed in the same location (by crew) in order to achieve cooperative supervision and maximize available staff resources.
 - b. Inmate camp location will have posted perimeter boundaries.
6. The Camp Commander will be responsible for gathering necessary logistical information needed to coordinate showers, meals, laundry services, medical supports, local law enforcement services and vehicle refueling. ([See attachment 7 – ODF Fire Camp Organizational Chart](#))
7. This information will be relayed to the activated institution(s) Officer(s) in Charge/control center(s) as soon as possible.
8. The Camp Commander will schedule and notify all staff of the on-call process.
9. The Camp Commander will be responsible for maintaining all personnel time sheets and staff schedules.
10. Staff responsible for direct supervision of inmate work crews will be responsible for completing inmate work rosters. Forestry personnel

charged with supervision of inmate work crews will complete the rosters for those crews. (ODF shift tickets)

D. Transportation to and From the Incident:

1. Staff will inspect vehicles intended for transport prior to departure to ensure they are in safe working condition.
2. When possible, all vehicles from a designated location will travel in a convoy, maintaining a safe speed and observing all traffic laws.
3. Rest stops may be made as needed, with due caution and consideration for public interaction and safety. Inmates will be supervised at all times during rest breaks.
4. Staff will assure all inmates are present prior to leaving rest stops.
5. Communication checks (radio, cell phone, etc.) will be made prior to departure from the institution and routinely during the trip, where possible, to insure lines of communication are in working order. The frequency of checks thereafter will be determined by individual institution post orders.

E. Transportation to and From the Incident:

1. Medical Emergencies: If an inmate becomes ill or seriously injured, the Camp Commander will communicate with the activated institution Officer in Charge and arrange for transport to the nearest medical facility for evaluation and assessment.
 - a. Institution Health Services staff will contact the medical facility's point of contact person, assess the inmate's status and determine the need for transport to a Department of Corrections Institution.
2. Disciplinary Emergencies: In the event of serious misconduct by an inmate which requires immediate removal and transport from the remote fire site, the Camp Commander will notify the activated institution Officer in Charge to arrange transport. If the travel time to an institution creates serious camp staff shortages, or there is need for immediate secure housing, the Camp Commander may contact local law enforcement for assistance in transportation and lodging.
3. There may be times the DOC Transport Unit may assist in the transportation of inmates and/or staff to and/or from ODF Fire Camps.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

EMERGENCY INMATE CREW ACTIVATION REQUEST

(Attach Inmate Roster)

DATE: _____ TIME: _____ Institution Request #: _____

Agency Requesting Assistance: _____

Telephone Number of Requesting Agency: _____

Point of Contact (POC) at Requesting Agency: _____

POC Telephone Number: _____

Agency Resource Number: _____ Agency Project Number: _____

Agency Billing Number: _____

Assignment Details (include start and approximate ending times, and the number of inmates requested:

Location/Direction from Institution: _____

NOTIFICATIONS

Name(s): _____ Time: _____

Institution Administration: _____

(May be different at each institution)

Central Office Notification: _____

Team Leader & Crew Supervisors: _____

Camp Supervisor: _____

Driver/Vehicle ID Number: _____

EMERGENCY MEAL ORDER

TO: FOOD SERVICES MANAGER

DATE: _____

EMERGENCY/ FIRE NAME: _____

EMERGENCY/ FIRE NUMBER: _____

NO. OF LUNCHES: _____

NO. OF CONTAINERS OF HOT WATER: _____

NO. OF COOLERS OF COLD WATER: _____

READY TIME: _____

APPROXIMATE TIME CREW WILL BE OUT OF FACILITY: _____

COMMENTS:

Signature _____

Printed Name _____

STAFF PERSONAL EQUIPMENT GUIDELINES

Equipment needs to be packed and carried with you in case you are deployed from work:

ENOUGH CLOTHING FOR FIVE DAYS:

Uniform Shirts	Pillow
Uniform Cap	Towels
Jeans	Watch/Alarm Clock
Socks	Coat
Shorts	Wind Breaker
Underwear	Gloves
T-shirts (personal)	One (1) pair of Tennis Shoes
Bras (if needed)	Boots
Thermal Underwear	
BDU's	
Cold Weather Jumpsuit	

Additionally, take the following:

- Sun Screen
- Insect Repellent
- Driver's License
- State Identification (DOC)
- Two (2) Laundry Bags
- Sleeping Bag (we will provide them if needed, however some staff prefer their own)
- Additional blankets

At least a two week supply of the following:

Shampoo	Conditioner
Soap	Toothpaste
Toothbrush	Lip Balm/Chap stick
Lotion	Prescription Medication
Sun Glasses	Hand Lotion

INMATE PROPERTY CONTROL GUIDELINES

Ensure the inmates have the following and cover any shortages from Intake or the Warehouse if needed.

- ___ 2 PAIR OF JEANS
- ___ 1 PAIR OF RED SHORTS
- ___ 3 T-SHIRTS
- ___ 1 SWEATSHIRT
- ___ 3 BLUE LONG SLEEVE SHIRTS
- ___ 2 PAIR OF SOCKS
- ___ 1 PAIR OF SHOES AND 1 PAIR OF WORK BOOTS (ONE BEING WORN)
- ___ 2 PAIR OF LONG UNDERWEAR
- ___ 1 JACKET
- ___ 1 STOCKING CAP
- ___ 2 TOWELS
- ___ 1 LAUNDRY BAG
- ___ 6 PAIR UNDER WEAR
- ___ 1 SET OF RAIN GEAR

- ___ SHAMPOO
- ___ TOOTHBRUSH
- ___ TOOTHPASTE
- ___ PRESCRIPTION MEDICATION - IF NEEDED (TAKE 2 WEEKS SUPPLY)
- ___ COMB/PICK
- ___ BASEBALL CAP
- ___ DEODORANT
- ___ SUNSCREEN

NOTE: Each inmate is responsible to secure all remaining property in their locker and make sure it is locked.

FIRE CREW CHECKLIST GUIDELINES

ADMINISTRATIVE BAGS (#1, #2, #3) will be secured in the Fire Cache until needed.

Crew Alpha List (12)	Escape Packets	DOC Phone # list
DR's/Addendum	UIR's	Accident Reports
Media Release Form	Tape Recorder	Envelopes
Envelopes/Stamps	Sheet Protectors	Clip Board
Grease Pencils	Release of Public Information	Paper Clips
Pens	Staplers	Rubber bands
Pencils	Staples	Post-its
High lighters	Fire Camp Post Order Book	Extra Batteries
Blank Crew Sheets		
Handbook - Inmate Prohibitive Conduct		

SUPPLY BOX

(100) Flex Cuffs	(4) Flashlights	(3) Radios w/AA Batteries
Scissors/Sewing Kit	Battery Packs	Contamination Kit
Disposable Camera	Maps	Compass
Cotton Gloves	Flagging	String
Restricted Area Signs	Garbage Bag liners	Lantern Mantels
Matches		

HYGIENE SUPPLIES: The Crew Supervisor will be responsible for ensuring additional supplies are loaded into transport vehicles prior to departing the institution. Additional supplies will be in a pre-packed container located in the Fire Cache. Contents are as follows:

(1CS) Toilet Paper	Shoe Laces	(24) Towels
(2bx) Razors	(2bx) Toothbrushes	(1cs) Paper Towels
(1bx) Picks/combs	(1cs) Soap	(1bx) Baking Soda
(1 gal) bleach	(1bx) Laundry Soap	(1bx) Shaving Cream

I. MEDICAL SUPPLY BOX INVENTORY