



INFORMATION SHEET #1

Procedures Handbook 4300

STATION ORIENTATION

STATION ORIENTATION - CHECKLIST

- Introduce self
- Introduce other employees present
- Give name and rank of off-duty personnel
- Obtain new employee's background & work history
- Obtain employees address, phone numbers, social security numbers, etc.
- Explain station facilities and equipment
- Show employee Unit organizational chart
- Show employee map of Unit (identify facilities)
- Walk new employees around assigned duty station
- Ensure employee has completed all required "paperwork" (health questionnaire, vision test, oath of allegiance, election of health & dental care provider, etc.)
- Explain duty schedule and shifts (include call-back and staffing patterns)
- Explain sleeping schedule and policies, assign bed and locker
- Explain pay and time sheets
- Discuss typical work day schedule at station
- Review Code of Conduct and incompatible activities

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STATION ORIENTATION

Discuss Station Rules and Expectations

- | | |
|---|--|
| <input type="checkbox"/> Personal vehicle parking (and maintenance) | <input type="checkbox"/> Visitors |
| <input type="checkbox"/> Use of state vehicles | <input type="checkbox"/> Telephone procedures |
| <input type="checkbox"/> Stereo/portable media device and radio use | <input type="checkbox"/> Hobbies |
| <input type="checkbox"/> Personal hygiene and appearance | <input type="checkbox"/> Recreation limits |
| <input type="checkbox"/> Conduct on/in state vehicles | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Meals and kitchen rules | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Bathroom/shower times | <input type="checkbox"/> Engine assignment |
| <input type="checkbox"/> Alcohol, drugs, firearms | <input type="checkbox"/> Wearing of uniform |
| <input type="checkbox"/> Security (State and personal property) | <input type="checkbox"/> Issue all required safety gear (fit and functional) |
| | <input type="checkbox"/> Personal cell phone usage |
| | <input type="checkbox"/> Texting policy |
| | <input type="checkbox"/> Computer use |



INFORMATION SHEET #2

Procedures Handbook 4300

STATION ORIENTATION

EMPLOYEE CONDUCT 1080

EMPLOYEE RULES OF CONDUCT, UNIFORMED EMPLOYEES 1081

Each uniformed CAL FIRE employee is expected to understand and follow the Employee Rules of Conduct, form PO-31, which is to be included in the orientation packet given to new employees. Each uniformed employee will sign, date, and return the form to his/her unit personnel office. The signed form will be kept in the employee's official personnel file.

The uniformed employee rules of conduct are as follows:

1. Possession of firearms, non-lethal chemical agents, or any deadly weapon by state personnel is forbidden on state property. The only exceptions to this rule will be CAL FIRE peace officers designated by the Director pursuant to PRC 4156.
2. The use of intoxicating beverages or dangerous and restricted drugs during work or standby time, or appearing on the job or at stations under their influence, will be considered grounds for immediate adverse action.
3. Intoxicating beverages and dangerous or restricted drugs will not be brought into state camps, barracks, offices, or buildings, nor carried in official vehicles.
4. All personnel residing in barracks are expected to conduct themselves in a manner that recognizes their responsibility for common courtesy and consideration to others that share the facility. Everyone is expected to be appropriately quiet after lights out.
5. Employees are expected to meet CAL FIRE grooming and uniform standards and present a neat, clean, well-groomed appearance at all times. Occasional dirty work is not an excuse for lack of personal cleanliness.
6. State-owned buildings and grounds will be kept neat, clean, and attractive at all times. Beds will be made up in military style each morning before work and will be kept in a neat condition when not in use.
7. There will be no loitering in the kitchen. State-provided food will not be taken from the kitchen or storeroom for individual consumption.
8. Meals will be served promptly at designated hours except when fires or other emergency incidents justify a departure from schedule.

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9. State property must be used properly and accounted for. Employees have a personal responsibility in the use and care of tools and equipment. Tools will be cleaned and returned to their proper places after use.
10. Lawful orders of supervisors will be obeyed promptly.
11. Both male and female employees will be accorded socially acceptable privacy in both barracks and field environments. Employees will always respect the rights and privacy of others. This will include:
 - Separate use of restrooms or shower facilities;
 - Appropriate attire for sleeping, exercising, changing into safety clothing or other regular activities where the regular CAL FIRE duty uniform is not required; and
 - In areas where both men and women are present, nudity will not be permitted.
12. Interpersonal relationships during work and standby time are expected to conform to accepted standards of professional conduct free from sexual harassment or displays of affection.
13. The use of vulgarity, sexually suggestive comments or gestures, whether intended to be offensive or not, the display of explicit obscene photographs, pictures or posters or the use of any audio/visual equipment to produce such vulgarity will not be permitted.

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STATION ORIENTATION

Basic Regulations related to Association with Prison Inmates

Persons who work with or near inmates of institutions and camps may occasionally become involved with legal difficulties for violating various rules and regulations concerning associations with inmates and wards. To avoid these legal difficulties the following basic regulations are provided:

1. Do not assist any ward or inmate to escape (felony);
2. Do not allow or assist any ward or inmate to communicate in any manner with outsiders. Do not accept from, or deliver to a ward or inmate any letter, message, or package;
3. Do not permit former wards, inmates, or persons of disreputable character to associate with wards or inmates;
4. Do not allow any ward or inmate to use a telephone or other communication instrument which would permit contact with persons not connected with the camp program;
5. Do not allow any person not associated with the camp program or work project to associate with wards or inmates or interfere with ward or inmate activity;
6. Do not give or promise to give, or loan to, or trade or barter, and do not accept from any ward or inmate, or former ward or inmate not currently associated with the camp program, money, gifts, or personal services;
7. Do not, in any way, contact or communicate with families or known associates of wards or inmates for any purpose;
8. No CAL FIRE employee shall strike or lay hands on a ward or inmate unless it is in self-defense, or unless it is necessary to prevent serious injury to person or property;
9. No personal firearms are permitted to be kept in a State residence or a barracks within camp limits;

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10. Guns, or any object that may be obviously classified as a weapon, or any alcoholic beverage must not be brought within the camp limits or to an area where wards or inmates may be present. Drugs prescribed for a CAL FIRE employee may be brought into the camp or work area but must be kept in the personal possession of the employee for whom they were prescribed, or if so arranged, in the locked storage area provided by the correctional agency. No other drugs or narcotics may be brought within camp limits or to a work area where wards or inmates may be present;
11. Firearms kept in residences adjacent to, but outside the camp limits shall be stored in a locked rack or cabinet in a separate place from all ammunition for such arms. It is recommended that bolts, locks, or other removable parts of such firearms be kept in a separate storage;
12. There shall be no drinking of alcoholic beverages while on duty;
13. No employee shall drink any intoxicating beverage while in the presence of a ward or inmate;
14. No employee shall report for duty when it is evident that he/she has recently been drinking;
15. Gambling, in any form, is prohibited in the presence of or with any inmate;
16. Only CAL FIRE employees with proper training will directly supervise inmate crews.

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