

## **SUPERVISION OF CREWS**

**6234**

(May 2003)

### **Responsibility**

#### **Division Chief Camp Superintendent**

The level of supervision required on projects will be mutually determined by the cooperating agencies through consideration of the type of job, location, and other factors affecting security and safety. Supervision is defined as the act of maintaining custody of a ward using structured task supervision, work progress monitoring, visual awareness of the individual's presence, or frequent counts.

The level of supervision of work crews will be mutually determined by the cooperating agencies considering the type of work, location and other factors affecting security and safety. CYA will have primary responsibility for custody, health and welfare.

CDF has the primary responsibility for defining, monitoring, and supervising work project or emergency assignments. The administration and employees of the cooperating agencies shall strive to ensure that the goals established by their departments are met.

## **PROJECT SUPERVISION LEVEL**

**6234.1**

(May 2003)

### **Responsibility**

#### **All**

Supervision of ward-camp crews on work projects will be undertaken at three levels to ensure that Fire Crew Captains are aware of custodial concerns or restrictions connected to a project. The Conservation Camp Program Project Request and Record, CDF form FC-32, will be completed prior to each project, indicating one of the three following supervision levels and any special custody concerns or restrictions noted. If questionable, project supervision level shall always be set at the higher.

**LEVEL ONE CRITERIA**  
(May 2003)

**6234.1.1**

**Responsibility**

**Projects located in remote areas.**

**All**

Ward crewmembers may be spread over an area which permits supervision checks no less than every 30 minutes. Crew splits are permissible - see [Section 6233](#), Transfer of Custody, and [6234.5](#), Splitting of Crews Authorized, of this handbook.

**LEVEL TWO CRITERIA**  
(May 2003)

**6234.1.2**

**Responsibility**

**Projects located in proximity to public access areas.**

**All**

Ward crewmembers will be concentrated in a manner that permits sight supervision of all wards most of the time. It is understood that there will be occasions such as restroom visits or brief periods inside buildings or crew vehicle that will preclude constant sight supervision of all wards.

**LEVEL THREE CRITERIA**  
(May 2003)

**6234.1.3**

**Responsibility**

**Projects located in proximity to private residences or other buildings, or to private citizens, which present supervision problems.**

**All**

Crews must be concentrated in such a manner that will ensure the Fire Crew Captain has constant sight supervision of their work. He or she must have control over the movement of the crewmembers at all times. If this is not possible the project may be discontinued, additional qualified staff from CDF, CYA, and/or other agencies may be utilized, or the crew can be modified to fit the work assignment. During emergency activities, additional qualified CDF and/or CYA staff may be assigned to ensure compliance with security requirements. (See [Section 6233](#) of this handbook.)

## **INTERFERENCE IN CUSTODY**

**6234.2**

(May 2003)

### **Responsibility**

**All**

Camp staff are to inform any person who, without authority, interferes, converses with, or in any way interrupts the work of any ward that they are in violation of state law, as is any person who gives or attempts to give to any ward any controlled substances, intoxicating liquors, firearms, weapons, or explosives. PC §2790.

## **WORK PROGRAM OBJECTIVES**

**6234.3**

(May 2003)

### **Responsibility**

**All**

The Conservation Camp Program was created to utilize the large work force available in the state's youth correctional facilities to render services which may be needed by the state or any political subdivision thereof, or by the federal government or any department thereof. (Reference PC §2701.)

To provide work, which is meaningful and necessary, instill a sense of pride and accomplishment to wards assigned to the program, assists them to develop acceptable work habits.

## WORK PROGRAM PRODUCTION

6234.4

(May 2003)

### Responsibility

All

To accomplish an acceptable level of production, it is necessary to use good basic supervision methods.

Supervisors of conservation camp crews should always exhibit fairness, maturity, firmness, and impartiality in dealing with wards.

If an ward refuses to conform to the instructions of staff and by his behavior affects the production of the crew, the ward must be dealt with through the disciplinary process as set forth in [Section 6238](#) of this handbook (see DDMS reference). The Fire Crew Captain may, if the situation warrants, request CYA to remove the ward from the crew pending a disciplinary hearing, or, if the situation is of a more serious nature, return the crew to camp. Malingering, unruly behavior, or disobeying orders or instructions will not be tolerated on a work crew.

Reference: PC §2700.

## SPLITTING OF CREWS AUTHORIZED

6234.5

(May 2003)

### Responsibility

All

Normally, conservation camp crews will not be divided to allow a portion of the crew to work under separate supervision. Under some circumstances, splitting of crews may be allowed, but only when specifically authorized by the CDF Division Chief and approved by the Camp Superintendent. A crew may be split on emergency assignments if each portion of the crew has a supervisor and radio communication can be maintained between both supervisors (For more information on training project sponsors see [Section 6262](#), Training Personnel From Other Agencies).

## **SURRENDER OF CUSTODY TO LAW ENFORCEMENT**

**6234.6**

(May 2003)

CYA has a strict legal responsibility for wards. Custody of wards shall not be surrendered to other law enforcement agencies unless an emergency exists which presents an immediate threat of serious injury or escape.

## **WORK SUPERVISION COUNTS**

**6234.7**

(May 2003)

### **Responsibility**

#### **All**

Wards shall be counted when loading and unloading from crew vehicles, both going to or returning from any place outside the camp or facility. Employees of both departments will count the wards onto the conveyance taking them to work or transfer custody if they walk to work or work in camp services.

Another count will be made at the end of the work shift when crews are returned to CYA custody staff. Work area supervisors will retain a copy of the crew roster and escape cards.

In accordance with the established rules, all persons having wards in their custody will make positive counts and other periodic counts as the occasion demands. The work area supervisor(s) will make counts at least every 30 minutes per work shift. These counts shall be documented in accordance with local camp guidelines.

To identify an escapee, emergency counts may be necessary and made at any time an escape is suspected.

Irregular scheduled counts should be made to prevent development of a routine which would allow wards to be reasonably sure they would only be counted at specific times.

## PRECAUTIONS TO PREVENT WARDS FROM BECOMING LOST

(May 2003)

6234.8

### Responsibility

#### **Fire Crew Captain**

A lost crewmember may not have any intention of escaping. Since an intentional escape is a very serious matter, it is only reasonable to take extra precautions to prevent a crewmember from becoming a suspected escapee when unintentionally separated from a crew. The supervisor should explain to the crew that each individual should stay within sound or sight of other crewmembers, never take shortcuts based upon his/her own judgment, and never leave the specified work area. Naturally, the chance for a ward to become lost is tremendously increased on a fire assignment in rough country, in dense vegetation or during poor visibility. Special care must be taken under such conditions.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)