

CHAPTER 6240 CAMP SECURITY AND SAFETY

(May 2003)

Responsibility

Camp Superintendent Division Chief

Maintaining the conservation camp in a safe and secure manner is the responsibility of both agencies and is extremely important if the camp is to effectively perform its mission. A concerted effort will be made to prevent theft of both state and personal property; to prevent injury and illness to staff and wards due to unsafe or unhealthful conditions; and to prevent or minimize damage to the camp, its buildings, and other improvements.

All vehicles, both public and private, upon entering the conservation camp, are subject to random search.

CDF CAMP/CREW INCIDENT NOTIFICATION FORM

6240.1

(May 2003)

Responsibility

Division Chief

The CDF CAMP/CREW INCIDENT NOTIFICATION FORM (FC-95) creates a record of notification. This form is a one-page document that covers time, location, and a description of what took place. The form will assist in the process of timely notification of key people within the operational functions. This form is also in an EMAIL version. It is recommended that the EMAIL version be utilized whenever possible.

CAMP LOG

6240.2

(May 2003)

Responsibility

Camp Superintendent

A camp log is provided to record all pertinent events which take place in the camp. The Camp Superintendent shall regularly review the camp log to assure it is properly maintained.

Duty Officer

As the camp log is a legal document, corrections to it shall be made by a single horizontal line through the entry to be deleted. Erasures and whiting-out are not permitted.

VISITOR LOG

(May 2003)

6240.3

Responsibility

Duty Officer

All persons entering the camp who are not regularly assigned must register at the CYA office (or other designated area) upon entering and departing the camp. Examples of visitors include vendors, visitors to wards, state employees, or employees of other public agencies with business in the camp.

COUNTS

(May 2003)

6240.4

Responsibility

CYA Duty Officer

Counts are conducted as per Departmental Policy.

SECURITY CHECKS

(May 2003)

6240.5

Responsibility

Camp Superintendent Division Chief

Duties and procedures for employees to accomplish necessary security and protection of all facilities at a conservation camp shall be continued in the individual local Camp Operations Manual.

All

Security practices shall include both personal and general responsibility for locking buildings; storing vehicles, keys, and tools; making grounds and fire safety checks; and securing utilities such as oil and gas pumps, power and water plants, communication equipment, and turning unnecessary lights off.

CAMP INSPECTIONS

6240.6

(May 2003)

Responsibility

Division Chief Superintendent

Inspections will be conducted in camp by representatives of the cooperating agencies to assure full compliance with rules, regulations, and directives concerning cleanliness, maintenance and environmental standards, and fire, vehicle, and work safety.

- Daily housekeeping inspections.
- Informal fire, safety, vehicle, contraband, and environmental inspections as needed.
- A formal inspection of the entire camp in order to check for safety hazards, fire protection, and building and ground maintenance shall be conducted monthly by the Camp Superintendent and Division Chief or their designee. Findings of these inspections shall be recorded and maintained.
- The camp culinary operation shall be inspected monthly by the camp management team.
- Semiannual safety inspections shall occur as required by CDF policies.

ENVIROMENTAL HEALTH SURVEY

6240.6.1

(May 2003)

Responsibility

Division Chief Camp Superintendent

An annual health survey will be conducted each year by the Department of Health Services according to the contract between CYA and Health Services. Within 30 days of the receipt of the inspection report, the Camp Division Chief and the Camp Superintendent will jointly prepare a corrective action plan. Copies of the plan will be forwarded through channels to the appropriate levels of the cooperating departments.

ELIMINATION OF HAZARDS

6240.6.2

(May 2003)

Responsibility

Camp Superintendent Division Chief

Upon completion of camp inspections, the Camp Superintendent and Division Chief shall review the results to determine and categorize any potential hazards. Immediate remedial action shall be taken upon the discovery of any hazards. Categories of hazards include maintenance, fire, safety, health, and custody. Wards shall not be allowed to alter the basic wiring system, building structure, or landscaping, at any time except at the direction of a qualified CDF or CYA maintenance employee, with the qualified approval of the Camp Superintendent and Division Chief.

CAMP LIMITS

6240.7

(May 2003)

Responsibility

Camp Superintendent Division Chief

The Camp Superintendent establishes maximum limits for ward movements within the camp. Establishment of camp limits must consider CDF needs.

Duty Officer

The meaning of "Camp Limits" signs must be explained to all wards during their orientation at each camp.

CAMP SIGNS
(May 2003)

6240.8

Responsibility

Division Chief

Camp Identification Sign. At or near the road leading to each conservation camp, CDF will place a sign which identifies the camp by name and indicates it as a joint venture of CDF and CYA.

Camp Superintendent

"Notice to the Public" Signs. At the entrance to, and on the property of, each conservation camp a sign shall be placed in plain view of all persons entering. This sign shall be lettered in both English and Spanish, warning persons that they are entering a state correctional facility and that it is unlawful to bring alcohol, drugs, weapons, or explosives on the grounds. It shall also state that entering the camp acknowledges consent to a search of person, property, and vehicle.

"Required to Register" Sign. A sign shall be placed at point of entry to the camp stating, "All visitors are required to register at the camp office."

"California Youth Authority Facility or Trespassing" Signs . Will be placed along the camp perimeter facing away from camp. These signs will warn the public about trespassing.

"Camp Limits" Signs. Shall be placed facing the camp along the security perimeter which has been established according to [Section 6245](#).

"Out of Bounds" Signs. Shall be placed as needed to warn wards of restricted areas within the security perimeter.

PARKING
(May 2003)

6240.9

Responsibility

All

Personal and state vehicles may be parked within the camp limits, but only in an area designated for employee parking and in a manner approved by the Camp Superintendent and Division Chief. All parked vehicles shall be securely locked with ignition keys removed, except the in-camp fire protection engine. In fire camps, in incident bases and command posts, or on fire assignments, emergency vehicles shall be parked unlocked with keys to remain in ignition. Wards are not permitted to loiter in or around parked vehicles.

Duty Officer

All vehicles parked in camp shall be inspected daily to assure compliance with this section. Make, model, and license number of all personal vehicles shall be kept on file in the camp office.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)