

## **CYA STAFF EMERGENCY TIME (FC-33C)**

**6292**

(May 2003)

### **Responsibility**

#### **Camp Superintendent CYA Agency Rep**

The FC-33C is a three-copy form that is the base document for reporting CYA staff costs and vehicle use relative to a fire incident. An FC-33C is required for each CYA employee whose pay will be reimbursed by CDF. Each Youth Correctional Officer, each Youth Correctional counselor, each CYA Supervisor and Agency Representative, and each post-coverage (backfill) employee in camp or in an institution who will be paid overtime behind employees on a fire incident will also complete an FC-33C. If an FC-33C is not submitted, any overtime paid will be considered CYA's responsibility.

A post-coverage back-fill staff member's FC-33C will indicate which incident-assigned staff member is being replaced. Total time for both the post-coverage back-fill staff member and the incident assigned staff member will not exceed 24 hours in any 24-hour period.

Time to be reported on the FC-33C includes all CYA employee overtime costs in connection with a specific fire. This includes, but is not limited to custodial coverage, transportation, employee time for supervision and administration, delivering supplies, transporting sick or injured wards, disciplinary problems with wards, preparing and serving meals, leaving for or returning from fires at odd hours, and costs incurred when employees are called in to prepare fire crews for dispatch, even if the dispatch is canceled.

## ORDER AND REQUEST NUMBERS

6292.1

(May 2003)

### Responsibility

#### **CYA Staff**

All CYA employees accompanying a crew on the initial dispatch will use the same order and request number as the crew that they are assigned to.

**Note:** As identified in [Section 6563](#), supervisors who respond with the initial crew dispatched will also use the request number of the first crew dispatched to the incident, from their camp. Agency Representatives, additional supervisors, requested by the incident or CYA Agency Representative will obtain an individual request number from the incident or CDF unit command center. They will not use the same request number as any crew assigned to the incident.

## HOW TO COMPLETE THE FC-33C

6292.2

(May 2003)

### Responsibility

#### **CYA Staff**

Each CYA staff member assigned to the incident, or as post-coverage back-fill, will initiate an FC-33C at the time of dispatch or assignment. He or she will be responsible for posting of both on-and off-shift times and CDF provided fuel for each period. On incidents where CDF has established a Personnel Time Recorder, the Time Recorder may be requested to assist in holding and posting times to the forms. The CYA staff member, or Agency Representative, will check with the Time Recorder at the end of each shift change to assure times and CDF provided fuel are being posted.

CYA Supervisors and Agency Representatives, when assigned, are responsible to see that the employees they supervise are keeping the FC-33C's correct and up-to-date. Each CYA employee who initiates an FC-33C is responsible to see that the third copy is completed with estimated return times and is left with the Incident Commander or his or her representative prior to departure. They will also ensure that the original (white), with the (yellow) copy, are returned to their home camp.

**Division Chief  
CYA Staff**

For detailed instructions regarding the completion of the FC-33C, refer to the printed instructions on the back of the form. Also, [Section 3835](#) of **Incident Fiscal Management Procedures**, Handbook 3800 contains information on completion of the form. The Division Chief will assure that CYA staff has access to, or a copy of, **Incident Fiscal Management Procedures** to facilitate accurate completion of these documents.

**DISTRIBUTION OF THE FC-33C**

**6292.3**

(May 2003)

**Responsibility**

**CYA Staff**

The third (pink) copy provides emergency incident staff or CDF unit personnel with information for completing initial estimates of Emergency Fund expenditures. It also provides a record of CYA personnel to be accounted for in the reporting process. Before leaving the incident, this copy will be removed from the set, estimated return home times will be entered in the appropriate section, and total hours will be completed (pink copy only). This page of the form is then delivered to the Incident Commander, the CDF Agency Representative, the incident's Finance Chief, or other designated person, prior to departure.

The original (white) and second (yellow) copies are retained by the CYA employee and returned to the home camp. On return, the actual return time will be entered and actual totals computed. The odometer readings and fuel credit adjustments are entered and computed. Note: In some cases the FC-33's C are not completed until CYA staff return to their home camp. These totals may be different from the estimated times on the copy left at the incident, due to changes in travel times, delays, etc.

**Division Chief**

After completion, the original (white) copy is submitted to the Camp Division Chief for use in preparation of the FC-77, Camp/Center Emergency Time Report. The Camp Division Chief will submit the original FC-33C along with the CDF unit copy of the FC-77 to the incident reporting unit for preparation of the billing package. The camp will retain a photocopy of the FC-33C with a copy of the FC-77 for a retention period of 5 years.

**Camp Superintendent**

The second (yellow) copy will be submitted to the Camp Superintendent for processing according to CYA directive.

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

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

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