

TRANSFER OF CUSTODY

6433

(No.21 May 2016)

Responsibility

All

The transfer of offender custody between cooperating agencies is a serious undertaking and must be regulated to ensure that custody of offenders is maintained at all times, and that each work supervisor is fully aware of each offender under his/her authority. All transfers of custody will be in person between staff of the agencies involved.

The employees of each agency shall count and make positive identification of all offenders at the time and place of the transfer of custody, either by counting them on/off the vehicle, taking them to/from work or as a group of workers if they walk to/from one location to another. Transfer of offender custody must be maintained between all agencies involved. (Re: DOM Section 51130.13.1 & 51130.14)

Under limited circumstances, offender crews may be supervised by full-time staff of a city, county, state, or federal agency providing project work. This is only when specifically authorized by the CDCR Camp Commander or Superintendent and CAL FIRE Division Chief, and the person assigned has been instructed in the supervision of offenders. Projects of this nature shall be rated either Level 1 or Level 2 security (see § 6434.1.2). The CAL FIRE offender work supervisor must be in close proximity to oversee the supervision of the offender(s). (Refer to Section 6462, TRAINING PERSONNEL FROM OTHER AGENCIES). (Re: DOM Section 51130.14)

PROVIDING CUSTODIAL INFORMATION AND PHOTO

6433.1

(No.21 May 2016)

Responsibility

Camp Commander

As offenders arrive at camp, CDCR will provide the offender's name and number to CAL FIRE staff. In addition, identification photos of each offender sufficient to meet CAL FIRE custodial needs will be provided. It is required that a photograph identification be conducted by the person accepting the offender at time of transfer. The person transferring custody will record the transfer on the daily offender work roster. Upon completion of the custody transfer, the person accepting responsibility for the offender(s) will sign the daily offender work roster. (Re: DOM Section 51130.14)

OFFENDER ORIENTATION

6433.2

(No.21 May 2016)

Responsibility

**Division Chief
Superintendent
Camp Commander**

Each offender assigned to a camp will receive orientation by the Camp Commander or Superintendent and CAL FIRE Division Chief, or their alternates, upon arrival in the camp. The orientation will cover the following subjects as a minimum: camp living rules, work ethics, camp limits, expectations of the Camp Work Program, program availability, clothing issue and any other pertinent subjects. (See [Section 6414](#) and DOM Section 51130.9)

DUTY STATEMENTS

6433.3

(No.21 May 2016)

Responsibility

**Division Chief
Camp Commander**

Each offender will be assigned a specific job within the camp and will be given the appropriate orientation and safety training for the position. A written duty statement will be given to each offender with a copy signed by the offender and placed in the offender's work/training file. All Offender training will be documented, including the offenders signature, and maintained by the agency conducting the training. A training rooster will be maintained by CAL FIRE personnel in the offender's CDCR file as documentation on date, time and place of any training above and beyond that received during Forestry Training Program (FTP).

CAMP WORK CREW LIST

6433.4

(No.21 May 2016)

Responsibility

Division Chief

CAL FIRE staff will submit to CDCR, prior to the beginning of the work day, a crew list which will contain the names, numbers, and assignments of each offender assigned to the conservation camp. The list will also contain the name of the Fire Crew Captain assigned to each fire crew and the crew's work location on the work day.

**FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE
LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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