

## **SUPERVISION OF CREWS**

**6434**

(No.21 May 2016)

### **Responsibility**

**Division Chief  
Camp Commander  
Superintendent**

The level of supervision required to supervise offender crews on work 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 an offender using structured task supervision, work progress monitoring, visual awareness of the individual's presence, and/or frequent counts. CDCR will have primary responsibility for custody, health, and welfare of CDCR offenders.

CAL FIRE has the primary responsibility for defining, monitoring, and supervising work projects or emergency assignments.

The administration and employees of the cooperating agencies shall strive to ensure that the goals established by their departments are met. (Re: DOM Section 51130.12, PC §2701)

## **PROJECT SUPERVISION LEVEL**

**6434.1**

(No.21 May 2016)

### **Responsibility**

**All**

Supervision of offender 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(s) Program Project Request and Record, CAL FIRE form FC-32, will be completed for each project, indicating one of the three following supervision levels and any special custody concerns or restrictions noted.

The supervision level could increase due to unforeseen circumstances occurring on the day of the work project. A Fire Crew Captain can increase the supervision level while on a project assignment, however cannot reduce the supervision level without the approval of the Camp Commander or Superintendent.

## **LEVEL ONE CRITERIA**

### **6434.1.1**

(No.21 May 2016)

**Projects located in remote areas.**

#### **Responsibility**

**All**

Offender crew members may be spread over an area which permits supervision checks no less than every 30 minutes. Crew splits are permissible (see [Section 6433](#), Transfer of Custody, and 6434.5, Splitting of Crews Authorized, of this handbook.)

## **LEVEL TWO CRITERIA**

### **6434.1.2**

(No.21 May 2016)

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

#### **Responsibility**

**All**

Offender crew members will be concentrated in a manner which permits sight supervision of all offenders 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 offenders.

## **LEVEL THREE CRITERIA**

### **6434.1.3**

(January 2010)

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

#### **Responsibility**

**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 crew members at all times.

If this is not possible the project may be discontinued, additional qualified staff from CAL FIRE, CDCR, and/or other agencies may be utilized, or the crew can be modified to fit the work assignment. During emergency activities, additional qualified CAL FIRE and/or CDCR staff may be assigned to ensure compliance with security requirements. (See [Section 6433](#))

## **INTERFERENCE IN CUSTODY**

**6434.2**

(No.21 May 2016)

### **Responsibility**

#### **All**

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

## **WORK PROGRAM OBJECTIVES**

**6434.3**

(No.21 May 2016)

### **Responsibility**

#### **All**

The Conservation Camps Program was created to utilize the large work force available in the state's prisons 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.)

By providing work which is meaningful and necessary, a sense of pride and accomplishment will be instilled in offenders assigned to the program, assisting them to develop acceptable work habits and further the rehabilitation efforts.

## **WORK PROGRAM PRODUCTION**

**6434.4**

(No.21 May 2016)

### **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 offenders.

If an offender refuses to conform to the instructions of staff and by his behavior affects the production of the crew, the offender must be dealt with through the appropriate disciplinary process.

The Fire Crew Captain may, if the situation warrants, notify CDCR and recommend the offender be removed 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 by any offender and may be the basis for a serious rules violation report. Reference: CCR Title 15, §3040; PC §2700.

## **SPLITTING OF CREWS AUTHORIZED**

**6434.5**

(No.21 May 2016)

### **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 CAL FIRE Division Chief and approved by the Camp Commander or Superintendent. A crew may be split on emergency assignments if radio communication can be maintained between both supervisors (For more information on training project sponsors see [Section 6462](#), Training Personnel From Other Agencies).

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

**6434.6**

(No.21 May 2016)

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

## **DAI WORK SUPERVISION COUNTS**

**6434.7**

(No.21 May 2016)

### **Responsibility**

#### **All**

Offenders shall be counted when loading and unloading from vehicles, both going to or returning from any place outside the camp or facility. All counts shall be made by designated authorized persons.

There will be seven positive counts each work shift of crews working outside the facility or camp, including the following:

- When loading on the transport vehicle at camp and unloading at the project.
- Loading on the transport vehicle at the project and unloading at camp.
- Morning break and afternoon break.
- Lunch period.

Random counts will be conducted as needed, and at all stops where offenders have exited the conveyance. Emergency picture counts will be conducted whenever an escape is suspected or to verify a regular count when there is reason to doubt the validity of the count.

## **DJJ WORK SUPERVISION COUNTS**

**6434.7.1**

(No.21 May 2015)

### **Responsibility**

#### **All**

Offenders 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 offenders 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 offenders are returned to DJJ 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 offenders 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 offenders to be reasonably sure they would only be counted at specific times.

## **PRECAUTIONS TO PREVENT OFFENDERS FROM BECOMING LOST**

**6434.8**

(No.21 May 2016)

### **Responsibility**

#### **Fire Crew Captain**

A lost offender 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 an offender 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 offenders, never take shortcuts based upon his/her own judgment, and never leave the specified work area. Naturally, the chance for an offender 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.

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