

**DAI DISCIPLINE**  
(No.21 May 2016)

**6437**

**Responsibility**

**All**

The administration of offender discipline in a conservation camp is the responsibility of all employees of the two cooperating agencies.

Discipline will be administered to maintain proper control and to conserve human values and individual dignity. (Re: CCR Title 15, §3312; PC §2788, DOM Section 51130.15.1 & 52080.1 through 52080.15.1)

**REPORTING RULES VIOLATIONS**  
(No.21 May 2016)

**6437.1**

**Responsibility**

**All**

The discipline of offenders and the reporting of rule violations is the responsibility of every employee, regardless of work assignment. Offender behavior requiring disciplinary action will be documented in one of the following ways:

- Verbal counseling for problems of a minor nature is not recorded.
- Counseling for behavior which should be noted for further reference will be recorded on CDCR-128 A (for behavioral situations)
- General information may be recorded on a CDCR-128-B, General Chrono
- Rule violations, either serious or administrative, are recorded on CDCR-115, Rules Violation Report

## **MINOR OR SERIOUS RULES VIOLATIONS**

**6437.2**

(No.21 May 2016)

### **Responsibility**

#### **All**

The Camp Commander is authorized to consider and take action on all administrative and serious rule violations within the operating sphere of the individual camp. Offenders charged with infractions which contain or appear to contain a potential danger to safety, property or life will be returned to a designated CDCR facility for adjudication of the charges.

The Camp Commander may request assistance from the Division Chief or designated representative in the hearing of administrative and serious rules violations. Correctional counselors assigned to the camp may also participate in the hearing. The Division Chief is encouraged to participate or designate a representative in such hearings.

The Division Chief must make every effort to be in, or represented in the hearing when the charge was brought by CAL FIRE personnel.

## **REVIEW AND DUE PROCESS**

**6437.3**

(June 2000)

### **Responsibility**

#### **All**

All disciplinary reports, including counseling reports, are to be reviewed by a supervisor prior to submittal. All time constraints and requirements for hearings will be ensured by the administrators of the cooperating agencies assigned to the camp. Reference: CCR Title 15, §3312.

## **FIGHTS**

**6437.4**

(No.21 May 2016)

### **Responsibility**

#### **All**

If a fight appears imminent among offenders, the supervisor shall firmly order them to cease hostile talk or action. When they do, an effort should be made to separate the participants by putting them in different work areas. Notify the camp and request assistance.

In the event of a fight, order the combatants to stop. If absolutely necessary, using good personal judgment, use only the amount of force needed to separate the participants to prevent serious injury to persons or property. When the use of force is absolutely necessary, full documentation of what caused the use of force and what forced was necessary must be submitted in detail.

CAL FIRE staff should report the complete incident to CDCR staff immediately. Start making written notes immediately after the fight is settled. Include the names of all participants and witnesses; probable reason; how, when, and where it happened; and your words and actions. Retain all notes for possible future use or review.

Be more conscious of custody requirements following a fight, as one or the other of the individuals may attempt to escape rather than face the consequences of the fight. Be alert for other members of the crew becoming involved. Reference: CCR Title 15, §3005(d) and §3286.

## **DJJ DISCIPLINARY DECISION MAKING SYSTEM (DDMS)**

**6437.5**

(No.21 May 2016)

### **Responsibility**

#### **All**

DDMS is a process which ensures a DJJ offender the right to due process in disciplinary matters. Disciplinary actions which impose a sanction or deprive an offender of something he/she reasonably expects as part of his/her prescribed program because of an institutional rule or law violation shall be conducted within the following constraints:

- The offender shall have specific, prior knowledge regarding his responsibilities, institution rules, and individual program objectives.
- Disciplinary actions shall be determined fairly.
- Higher decision-making standards shall be applied as the potential deprivation to the offender increases.

## **Disciplinary measures shall not be:**

- Degrading or humiliating to the offender.
- Disproportionate to the behavior requiring action.
- Unusual compared with prevailing practices; e.g., with holding food and physical force are prohibited. DDMS shall not be considered distinct from treatment but instead shall be considered one aspect of treatment, which will enhance the total treatment process.

## **CASE CONFERENCE**

**6437.5.1**

(No.21 May 2016)

### **Responsibility**

#### **Superintendent Division Chief**

Offender performance will be evaluated by a case conference committee consisting of a minimum of three members in addition to the offender. The case conference committee in each camp may be comprised of any of the following personnel:

- Parole Agent.
- Assigned Fire Crew Captain/work area supervisor.
- Assigned Youth Correctional Counselor.
- Senior Youth Correctional Counselor.
- Academic instructor(s).

The case conference committee will perform the following tasks for each Offender a minimum of 120 days:

- Evaluate offender performance, dormitory behavior, progress on goals, school-work, and work ethics.
- Program credits earned this period.

The case conference committee will make casework recommendations regarding the following:

- Work Assignment.
- Extensions of program.
- Referral to parole.
- Change in offender's program.

Documentation of offender performance is a joint responsibility of CAL FIRE and DJJ. The camp staff will have the necessary paperwork prepared before case conference.

## **FIGHTS AND QUARRELS**

**6437.5.2**

(No.21 May 2016)

### **Responsibility**

#### **All**

If a fight appears imminent among offenders, the supervisor shall firmly order them to cease hostile talk or action. An effort should be made to separate the participants by putting them in different work areas. Notify the camp and request assistance or other law enforcement if circumstances dictate. Shall not use physical force to separate offenders engaged in combat. CAL FIRE staff should report the complete incident to DJJ duty officer immediately. Start making written notes immediately after the fight is settled. Include the names of all participants and witnesses; probable reason; how, when, and where it happened; and your words and actions. Retain all notes for possible future use or review. Be more conscious of custody requirements following a fight, as one or the other of the individuals may attempt to escape rather than face the consequences of the fight. Be alert for other members of the crew becoming involved. Document using DDMS.

## **REQUESTING REMOVAL FROM WORK ASSIGNMENT**

**6437.5.3**

(No.21 May 2016)

### **Responsibility**

#### **Work Area Supervisor**

If an offender becomes unruly or interferes with crew performance on a work project, the supervisor may:

- Without neglecting crew supervision, remove the offender to a supervised location separate from the crew, or
- Notify the camp and request that the individual be picked up and returned to camp; or
- Return the entire crew to camp.

If assistance is unavailable from camp and returning the crew to camp is not feasible, local law enforcement may be contacted for assistance

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