

## **CAMP SECURITY AND SAFETY**

**6440**

(No.21 May 2016)

### **Responsibility**

**Camp Commander  
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 offenders 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.

## **CAL FIRE CAMP/CREW INCIDENT NOTIFICATION FORM**

**6440.1**

(No.21 May 2016)

### **Responsibility**

**Division Chief**

The CAL FIRE CAMP/CREW INCIDENT NOTIFICATION FORM (FC-800) 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 electronic mail version. It is recommended that the electronic mail version be utilized whenever possible.

**REGISTER**  
(No.21 May 2016)

**6440.2**

**Responsibility**

**Camp Commander  
Superintendent**

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

**Duty Officer**

As the camp register 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**  
(No.21 May 2016)

**6440.3**

**Responsibility**

**Duty Officer**

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

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

**6440.4**

**Responsibility**

**Duty Officer**

The law requires four (4) official camp counts each 24-hour period. In addition, counts will be conducted every two (2) hours and one (1) double-back count will be conducted per shift. All regular counts in camp are positive counts. In addition, a negative count wherein all negative beds will be recorded will be completed once per day. All counts will be logged in the Camp Register by staff completing the count, noting the initiation and completion time. (DOM 52020.4.1)

**DJJ COUNTS**  
(No.21 May 2016)

6440.4.1

**Responsibility**

**Duty Officer**

Counts are conducted as per Departmental Policy.

**SECURITY CHECKS**  
(No.21 May 2016)

6440.5

**Responsibility**

**Camp Commander  
Superintendent  
Division Chief**

Duties and procedures for employees to accomplish necessary security and protection of all facilities at a conservation camp shall be specified in the individual local Camp Operations Guide. All security checks will be documented.

**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, and communication equipment.

## **CAMP INSPECTIONS**

**6440.6**

(No.21 May 2016)

### **Responsibility**

#### **All**

Regular 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 Commander/Superintendent and Division Chief. Findings of these inspections shall be recorded and maintained.
- The camp culinary operation shall be inspected monthly by a food services representative (DAI)/camp management team (DJJ).
- Semiannual safety inspections shall occur as required by CAL FIRE policies.

## **ENVIRONMENTAL HEALTH SURVEY**

**6440.6.1**

(No.21 May 2016)

### **Responsibility**

**Division Chief  
Camp Commander  
Superintendent**

An environmental health survey and food facilities inspection may be conducted each year according to the CDCR Office of Risk Management, Occupational Health and Safety Services. Additional health surveys may be conducted on a case by case basis when a contract inspector is available.

The following programs, procedures, and/or processes may be reviewed during an environmental health survey:

- Food Service Facilities Operations
- Injury and Illness Prevention Programs
- Health and Safety Programs
- Physical Plant Operations
- Hazardous Materials / Waste Compliance
- Other areas as needed

The camp food preparation and storage areas shall be inspected monthly by vector control personnel to maintain compliance with food safety guidelines.

## **ELIMINATION OF HAZARDS**

**6440.6.2**

(No.21 May 2016)

### **Responsibility**

**Camp Commander  
Superintendent  
Division Chief**

Upon completion of camp inspections, the Camp Commander/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. Offenders shall not be allowed to alter the basic wiring system, building structure, or landscaping, at any time except at the direction of a qualified CAL FIRE or CDCR maintenance employee, with the approval of the Camp Commander and Division Chief.

Within 30 days of receipt of the inspection report, the Camp Commander/Superintendent and Division Chief will jointly prepare a corrective action plan. Copies of the plan will be forwarded through channels to headquarter camp offices of the cooperating departments.

## **CAMP LIMITS**

**6440.7**

(No.21 May 2016)

### **Responsibility**

**Camp Commander  
Superintendent  
Division Chief**

The Director of CDCR provides the authority by which the Camp Commander/Superintendent establishes maximum limits for offender movement within the camp. Establishment of camp limits must consider CAL FIRE concerns, but may be no less stringent than authorized by CDCR rules.

## **Duty Officer**

The meaning of "Camp Limits" signs must be explained to all offenders during their orientation at each camp, which will include a personal tour of the entire camp boundaries. Afterwards, each offender must sign a "Camp Affirmation" form which shall be witnessed by a CDCR staff member and placed in the offender's camp file.

## **CAMP SIGNS**

**6440.8**

(No.21 May 2016)

### **Responsibility**

#### **Division Chief**

##### **Camp Identification Sign**

At or near the road leading to each conservation camp, CAL FIRE will place a sign which identifies the camp by name and indicates it as a joint venture of CAL FIRE and CDCR.

#### **Camp Commander 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, explosives or tobacco products onto the grounds. It shall also state that cameras are prohibited unless authorized and 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."

##### **"State Prison Grounds/DJJ Camp" Signs**

Signs will be placed along the camp perimeter facing away from camp. These signs will warn the public about trespassing.

##### **"Camp Limits" Signs**

Signs shall be placed facing the camp along the security perimeter.

## "Out of Bounds" Signs

Signs shall be placed as needed to warn offenders of restricted areas within the security perimeter.

## **PARKING**

**6440.9**

(No.21 May 2016)

### **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 Commander/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. Offenders 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 CDCR office of the camp.

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

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