

EMPLOYEE ORIENTATION/AUTHORIZATION

6465

(No.21 May 2016)

Responsibility

Division Chief

All newly hired CAL FIRE Fire Crew Captains, and other employees assigned to supervise offenders, shall receive orientation prior to being assigned to supervise offenders for project or emergency assignment. The training shall be recorded on the Conservation Camp Orientation Program form FC-212, and kept in the employee's personnel file. The FC-213, Employee Driving Performance Evaluation, shall be used to guide the supervisor in evaluating the employee's driving abilities, and to provide a written record to be kept in the employee's personnel file.

TRAINING NEEDS OUTLINE

| | |
|-------------------------------|---------------|
| A. GENERAL ORIENTATION | 6 DAYS |
| B. CREW TRAINING | 15 DAYS |
| C. <u>IN-CAMP ORIENTATION</u> | <u>2 DAYS</u> |
| TOTAL | 23 DAYS |

Of the 23 days, 15 days will be spent with another Fire Captain. With this training time need, it will take about two months before the Captain can meet the basic policy requirements and accept sole custody of a crew.

All new staff may visit the parent institution, or other institution, as part of their orientation. This will include an introduction to CDCR, a review of Classification Procedures, and a visit inside the "Administrative Segregation Unit" of the institution.

Once the employee has been certified as completing Form FC-212, through Item 14, and Form FC-213, the employee is approved to supervise offender crews in non-emergency assignments only.

See [Section 6561.2](#) for criteria for supervising Type I and II fire Crews.

DIVISION CHIEF TRAINING

6465.1

(No. 12 January 2002)

A Division Chief assigned to a conservation camp must be able to provide operational and administrative oversight of that camp. Any Division Chief who does not possess experience as a Fire Captain B must complete the Conservation Camp Orientation and Training Program ([FC-212A](#)) within one year of assignment.

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