

CDCR STAFF EMERGENCY TIME (FC-33C)

6492

(No.21 May 2016)

Responsibility

**Camp Commander
Superintendent
CDCR Agency Rep**

The FC-33C may be a three-copy NCR form or a single page form. The FC-33C is a form that is the base document for reporting CDCR staff costs and vehicle use relative to a fire incident.

An FC-33C is required for each CDCR employee whose pay will be reimbursed by CAL FIRE. Each Correctional Officer, each CDCR Medical Emergency Response Team member, each CDCR Supervisor and Agency Representative, and each post-coverage (back-fill) employee in camp or in an institution who will be paid behind employees on a fire incident will also complete an FC-33C. If an FC-33C is not submitted, any wages paid will be considered CDCR's responsibility.

A post-coverage back-fill staff member's FC-33C will indicate which incident-assigned staff member is being replaced. His or her wages will amount to a maximum of eight hours in a 24-hour shift behind each posted position while the incident assigned staff member is out of the camp on assignment. Total wages for both the post-coverage back-fill staff member and the incident assigned staff member will not exceed 24 hours in any 24-hour period.

Institution Based Crews and Medical Emergency Response Teams (MERT)

Exception: Due to a possible variety of staff members within an institution providing post coverage behind an offender transportation team, or employees responding with institution based fire crews, or a Medical Emergency Response Team (MERT), a separate FC-33C is not necessary for these post- coverage staff members. They may elect to show the name, rank or position, hours of work and dates for back-fill time to be paid for each employee in the "Remarks" block on the FC-33C covering the incident-assigned employee they are backing up. A maximum of 24 hours of wages per day will be paid for the incident-assigned employee and the employee(s) providing post coverage behind him or her.

Time to be reported on the FC-33C includes all CDCR employee wage costs in connection with a specific fire. This includes, but is not limited to custodial coverage, transportation, employee time for supervision and administration, delivering supplies, transporting sick or injured offenders, disciplinary problems with offenders, preparing and serving meals, leaving for or returning from fires at odd hours, and costs incurred when employees are called in to prepare fire crews for dispatch, even if the dispatch is canceled.

NOTE: As a result of the implementation of PML 2009-14 (3/10/09), personnel hours accrued on emergency incidents may be paid at either the base wage rate (1.0) and/or the overtime rate (1.5).

ORDER AND REQUEST NUMBERS

6492.1

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Responsibility

CDCR Staff

All CDCR employees accompanying a crew on the initial dispatch will use the same order and request number as the crew that they are assigned.

Note: As identified in [Section 6563](#), supervisors who respond with the initial crew dispatched will also use the request number of the first crew dispatched to the incident, from their camp. Agency Representatives, additional supervisors, and special-call resources, such as a Medical Emergency Response Team, requested by the incident or CDCR Agency Representative will obtain an individual request number from the incident or CAL FIRE unit command center. They will not use the same request number as any crew assigned to the incident.

HOW TO COMPLETE THE FC-33C

6492.2

(No.21 May 2016)

Responsibility

CDCR Staff

Each CDCR staff member assigned to the incident, or as post-coverage back-fill, will initiate an FC-33C at the time of dispatch or assignment. He or she will be responsible for posting of both on-and off-shift times and CAL FIRE provided fuel for each period. On incidents where CAL FIRE has established a Personnel Time Recorder, the Time Recorder may be requested to assist in holding and posting times to the forms. The CDCR staff member, or Agency Representative, will check with the Time Recorder at the end of each shift change to assure times and CAL FIRE provided fuel are being posted.

CDCR Supervisors and Agency Representatives, when assigned, are responsible to see that the employees they supervise are keeping the FC-33C's correct and up-to-date. Each CDCR employee who initiates an FC-33C is responsible to see that the third copy is completed with estimated return times and is left with the Incident Commander or his or her representative prior to departure. They will also ensure that the original, with the first copy are returned to their home camp (or institution for Medical Emergency Response Team members).

**Division Chief
CDCR Staff**

For detailed instructions regarding the completion of the FC- 33C, refer to [Section 3835](#)

of **Incident Fiscal Management Procedures**, Handbook 3800. This handbook contains information on completion of the form. The Division Chief will assure that CDCR staff has access to, or a copy of, **Incident Fiscal Management Procedures** to facilitate accurate completion of these documents.

DISTRIBUTION OF THE FC-33C

6492.3

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Responsibility

CDCR Staff

A copy provides emergency incident staff or CAL FIRE unit personnel with information for completing initial estimates of Emergency Fund expenditures. It also provides a record of CDCR personnel to be accounted for in the reporting process. Before leaving the incident a copy will be provided to incident finance personnel. Estimated return home times will be entered in the appropriate section, and total hours will be completed. If necessary, a copy of the form is then delivered to the Incident Commander, the CAL FIRE Agency Representative, the incident's Finance Chief, or other designated person, prior to departure.

The original copy is retained by the CDCR employee and returned to the home camp (or institution in the case of the Medical Emergency Response Team). On return, the actual return time will be entered and actual totals computed. The odometer readings and fuel credit adjustments are entered and computed.

Note: These totals may be different from the estimated times on the copy left at the incident, due to changes in travel times, delays, etc.

Division Chief

After completion, the original copy is submitted to the Camp Division Chief for use in preparation of the FC-77, Camp/Center Emergency Time Report. The Camp Division Chief will submit the original FC-33C along with the CAL FIRE unit copy of the FC-77 to the incident reporting unit for preparation of the FC-40 billing package. The camp will retain a photocopy of the FC-33C with a copy of the FC-77 for a retention period of 5 years.

Camp Commander Superintendent

A copy will be submitted to the Camp Commander/Superintendent for processing according to CDCR directive.

Medical Emergency Response Team Leader

For Medical Emergency Response Team (MERT) activities, the FC-33C originals (white) and second copies (yellow) are verified by the CDCR Agency Representative by signature in the "Remarks:" section and retained by the MERT. On return to the institution, the original of each FC-33C, along with travel expense claims and an itemized costing sheet for materials expended by the team, is forwarded to the institution's Accounting Office for preparation of an invoice to be mailed directly to CAL FIRE Sacramento Accounting along with all supporting documentation. The yellow copy is retained for MERT records (see Exhibit 6492.3, [FC-33C Flowchart](#)).

CDCR Staff

Each cooperating agency employee assigned to the incident, or as post-coverage back-fill, will initiate an FC-33C at the time of dispatch or assignment. He or she will be responsible for posting of both on-and off-shift times and CAL FIRE provided fuel for each period. On incidents where CAL FIRE has established a Personnel Time Recorder, the Time Recorder may be requested to assist in holding and posting times to the forms. The CDCR staff member, or Agency Representative, will check with the Time Recorder at the end of each shift change to assure times and CAL FIRE provided fuel are being posted.

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

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