

## **STAFF SLEEPING FACILITIES**

6516

(No.21 May 2016)

### **Responsibility**

**Camp Commander**

**Superintendent**

**Division Chief**

Conservation camp staff sleeping facilities, also known as BOQ rooms, are to be occupied on a temporary basis only. Rooms will be maintained in readiness for emergency occupation. Authority for assignment of room space resides with the Owning Department whereby the Division Chief or the Camp Commander/Superintendent will have authority to assign a room for up to a 30-day period at his or her discretion. Authority for assignment of a room for up to 60 days is vested in the supervisor of the responsible Division Chief or Camp Commander/Superintendent. Consideration of each agency's needs, available space, time of year, and the priorities outlined in this section must be given. No staff sleeping facility is to be assigned to an individual on a permanent or semi-permanent basis. No storage of staff member's personal effects or duty equipment and clothing is allowed in these facilities if it obstructs or hinders emergency assignment of the room to other individuals.

Priorities for room assignment are:

1. Staff members on immediate emergency response call (hard cover).
2. Duty CAL FIRE staff required to stay per bargaining unit contract response time criteria.
3. Staff members on, or having just completed, an emergency assignment.
4. Staff members on short off-duty periods.
5. Staff members on relocation
6. All other uses.

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