

# ASSIGNMENT OF CREWS AND OFFENDERS

6525

(No.21 May 2016)

## Responsibility

**Camp Commander  
Superintendent  
Division Chief**

The Division Chief is responsible for coordinating the assignment of crews to emergencies and various work projects. The selection of offenders for various work projects and to CAL FIRE crews will be a joint responsibility of the Camp Commander/Superintendent and Division Chief. However, the final decision on the assignment of an offender will remain with the Camp Commander/Superintendent. The Division Chief and Camp Commander/Superintendent must approve in advance the reassignment of offenders between grade crews or to all in-camp positions. The form CDCR-132, Work Change Application (DAI), example below, may be used to document the required approval.

CDC-132

Name ..... Number ..... Custody ..... Date .....

Present job ..... Job wanted .....

INSTRUCTIONS: After signing the first part of this form, take it to your supervisor.

Work record is:  Above average  Acceptable  Below average Job change  Approved  Disapproved

REMARKS: .....

Please complete and forward to department where above named is seeking employment. Supervisor's Signature .....

Above named is:  Acceptable  Not Acceptable

REMARKS: .....

Please complete and forward to the Assignment Officer. Prospective Supervisor's Signature .....

Approved  Disapproved  Reclass  In Person  In Absentia

REMARKS: (Write any additional remarks on the back of this sheet) Assignment Lieutenant .....

Date: **WORK CHANGE APPLICATION** Institution:

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

[\(see next section\)](#)

[\(see Table of Contents\)](#)