

CDCR AGENCY REPRESENTATIVE

6576

(No.21 May 2016)

Responsibility

CDCR Agency Representatives

California Government Code Section 8607 requires state agencies to use the Standardized Emergency Management System (SEMS) when responding to emergencies involving multiple jurisdictions or multiple agencies. The basic framework of SEMS incorporates the use of the Incident Command System (ICS).

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority by the Department to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer. Information relative to SEMS, ICS, and generic duties and responsibilities of agency representatives are contained in Exhibit, [SEMS ICS and Generic Agency Representative Duty Statement](#), and the Field Operations Guide (ICS 420-1).

An individual assigned to a fire or other emergency as a CDCR Agency Representative is a strategic commander, responsible for developing a carefully worked out plan of action involving multiple crews of offenders and CDCR staff assigned for short and extended periods of time. The CDCR Agency Representative represents, and has the authority of the Director of DAI/DJJ in all matters concerning CDCR at the incident.

The CDCR Agency Representative must develop a plan in concert with other agencies assigned to the incident and must always be available to maintain control and direct operations. Once an incident begins to build, it is imperative that the CDCR Agency Representative delegate supervision of segmented parts of the operation, (i.e. transportation, bed area, showers, feeding, etc.) to other staff (tactical supervisors) in order to concentrate on the role of strategic commander. The CDCR Agency Representative must be identifiable. The CDCR Agency Representative is the point of contact for the Incident Management Team, and must be available for contact by agency staff, incident staff, and other involved agencies at all times.

Exhibits, [SEMS, ICS, and Generic Agency Representative Duty Statement](#), and 6576a, [CDCR Agency Representative Assignment Organization](#), discuss additional responsibilities of the dedicated CDCR Agency Representative and suggest an organization that will assist CDCR staff in the accomplishment of their mission. Exhibit 6576b is a "[CDCR Incident Workforce Roster](#)" which is necessary for assisting the dedicated CDCR Agency Representative in maintaining status and location of CDCR crews assigned to the incident. Further assistance for this individual is available in Exhibit 6576c, [CDCR Agency Representative Activity Checklists](#), where arrival activities and staff expectations are summarized in checklist form. This form is also used to assist the Technical Specialist – Crews in tracking and identifying fire crew status, activity, and availability.

As the emergency grows in size and complexity, one or more assistants to the CDCR Agency Representative may be needed. One indicator that help may be needed is the opening of a spike camp where some of the incident crews will be staying. Other situations may be the existence of a large number of crews, a large contingent of federal crews, or unusual custodial problems. A patented line of communication, such as utilization of cellular telephones, must be maintained between the CDCR Agency Representative and his or her assistant(s) at all times. The assistant(s) must understand that their role is to assist and support the CDCR Agency Representative. All communications with the incident command team or with outside entities, such as the institution or Department, will be by the CDCR Agency Representative, unless an emergency or specific instructions from the CDCR Agency Representative dictate otherwise.

ORDERING PROCEDURE - CDCR AGENCY REPRESENTATIVE

6576.1

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Responsibility

Incident Commander

When the Acting CDCR Agency Representative (the first Correctional Officer or supervisor) on the incident recognizes the need for a separate, dedicated CDCR Agency Representative, that person will contact the Incident Commander (IC) on a CAL FIRE incident or the CAL FIRE Agency Representative on a federal fire, to place an order for a CDCR Agency Representative.

The IC will then place the order with the Unified Ordering Point

(UOP) or responsible CAL FIRE Unit Emergency Command Center, which will assign an overhead number and place the order for the CDCR Agency Representative with one of the following:

1. **Coast-Inland Camps (Northern Region)** - with the closest CDCR camp
2. **Southern Camps (Southern Region)** - with Puerta La Cruz
3. **Central Camps (Southern Region)** - with Baseline

CDCR staff at those camps will arrange for dispatch of the CDCR Agency Representative.

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

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