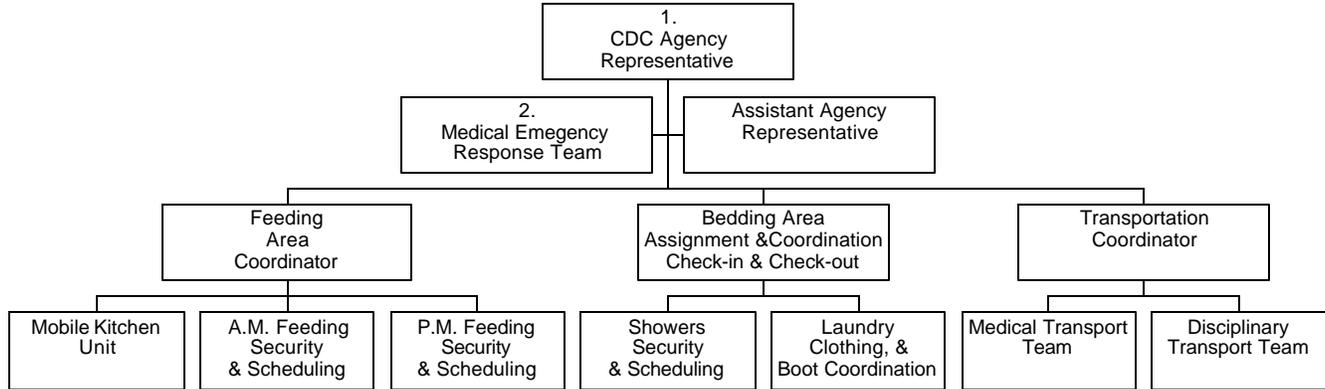




Exhibit 6576a, CDC INCIDENT SUPERVISORY ASSIGNMENTS (6400) (June 2000)

CALIFORNIA DEPARTMENT OF CORRECTIONS

California Department of Corrections
Sample Incident Agency Organization



The above is a suggested organization chart which could be used at the discretion of the assigned CDC Agency Representative. It is intended as one possible solution to address the numerous aspects of coordinating the CDC staff functions at a Base/Camp.

1. An Agency Representative (AR) is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. This person is assigned to the Incident Command Staff and normally reports through the Liaison Officer.
2. On large fires or incidents the CDC AR may determine that a CDC Medical Emergency Response Team (MERT) is needed. This may include the size of the fire and the amount of inmates, or because injuries and other medical needs (Poison Oak etc.). An order number must be obtained through channels of the Incident Command.
3. The CDC AR may determine that he/she needs the assistance of another supervisor. This may be accomplished by utilizing a supervisor assigned to one of the strike teams, a requested trainee, or obtaining a request number through the Incident Commander to assign an Assistant.
4. The AR may determine that one of the supervisors should coordinate the feeding area security and scheduling. Consideration on feeding schedules and kitchen area security is an utmost concern for custody personnel. Scheduling crews time to eat will assist in having crews who will be going onto the fire line eat first. This insures that the crews in the field can expeditiously be relieved. It also reduces the amount of time that staff and inmates must stand in line for their meals.
5. The AR may determine that one of the supervisors should coordinate activities in the bedding area. This person(s) can be placed in charge of a check-in, checkout system, and the maintenance of the incident manpower roster. It may include assigning crews to specific areas to sleep, separation of male, female, and California Youth Authority crews. Maintaining shower schedules and security is another concern in the bedding area. If laundry becomes an issue someone needs to coordinate this function. This may require runs to the closest prison, camp, or ordering a mobile laundry unit.
6. Almost on any fire developing transportation teams for medical and disciplinary cases is prudent. It may be feasible to use existing supervisors and staff. In some cases the AR may want to request specific order numbers and obtain a transportation team.

None of the above capture all the specific needs of the CDC AR. It does outline some considerations and clarifies why the AR should delegate some of the duties. No one expects the AR to do everything. The AR should be available to the Incident Command Staff and to the subordinate CDC Staff.

INCIDENT NAME: _____

INCIDENT NUMBER _____

CDC AGENCY REP.: _____

AGENCY REP. TRAINEE/ASST.: _____

LIAISON.: _____

CREW TECH. SPEC.: _____

The following is a list of *possible* assignments for supervisors at a base camp during an incident. It should be recognized that the CDC Agency Representative is the Departmental Representative who has been delegated the full authority to make decisions on all matters effecting the Departments participation at the incident (ref.: ICS 420-1 Field Operations Guide). During most large incidents he or she may need assistance supervising the functions and needs of CDC staff and inmates. It is therefore suggested that many of the tasks could and should be delegated to other supervisors to assist in specific areas. Such areas could include maintaining the **WORK FORCE ROSTER**. This will ensure the whereabouts of all of the crews, staff and their assignments. Should a medical emergency or disciplinary case arise responsible personnel can be quickly dispatched. Supervisors can also assist in the development and implementation of an escape plan. **Safety, security, and custody is always of paramount importance.** Most of the below can and should be accomplished by supervisors already at the incident. **Cost considerations must be recognized.** For staffing formulas covering the crews refer to the Camp Operations Handbook Section 6563.

TRANSPORTATION TEAM

The transportation team should be made up of assigned staff or a team can be requested. Staff should know what the plan is for the disposition of inmates on both medical and disciplinary cases. Location of the designated hospital, county jail, nearest camp and or institution. The Agency Representative must be notified on all inmates removed from the incident.

Transportation Team Supr.: _____

Correctional Officer: _____

FEEDING ASSIGNMENTS

During feeding a Supervisor should be present to ensure proper supervision of the inmates. This is an area of potentially serious problems, utmost decorum must be ensured.

Feeding Supervision a.m.: Sgt./Lt.: _____

Feeding Supervision p.m.: Sgt./Lt.: _____

MEDICAL UNIT

A CDC Medical Unit may be requested when there is a large force of inmates assigned. This is recognized as cost effective, and should be coordinated with the Liaison Officer when appropriate.

Leader: _____

Assistant: _____

Member: _____

Member: _____

Member: _____

Member: _____

SHOWERING ASSIGNMENTS COORDINATOR

Showering schedules, or the availability of showers is of prime importance during a long siege. Coordination should be made with the FACILITIES representative. Consideration could be made on the inmates having their own facilities to eliminate problems with free firefighting staff on larger incidents.

Showering Supervision a.m.: Sgt./Lt.: _____

Showering Supervision p.m.: Sgt./Lt.: _____

LAUNDRY COORDINATOR

(INCLUDES CLOTHING AND BOOT REPLACEMENTS)

During most fires, problems with boots, clothing and fire equipment can be coordinated by staff already assigned. Having a coordinator will eliminate duplication of trips to camps or nearby institutions. If the fire is a large ongoing incident an incident laundry unit service can be requested through the Liaison Officer or Logistics Section Chief.

a.m. _____

p.m. _____

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