

8100 PROCEDURE 802

Notification of Crimes, Damage, Destruction or Loss Involving CAL FIRE Property

(No.69 December 2015)

[\(See Department of General Services State Administrative Manual, Chapter 8600, 8643\)](#)

[\(See FC-800 – CAL FIRE Operational and Program Notification\)](#)

CAL FIRE CC will be responsible for notifications of crimes, damage, destruction or loss involving CAL FIRE facilities and property (including possessions of employees) using the CAL FIRE Operational and Program Notification (FC-800). The distribution process will assist in timely notification of staff within the operational and program functions.

Below are the criteria that require the completion of the FC-800:

- Property loss or damage exceeding \$3000
- Any loss or theft of uniforms, CAL FIRE identification, CAL FIRE badges, state issued laptop computers, radios, or weapons
- Damage resulting in closure or inoperability of infrastructure
- Crime involving violence or a threat of violence resulting in any damage to CAL FIRE owned or leased property

Responsibilities and Action

Any CC

1. Notify local law enforcement agency if there is a crime in progress.
2. Record information in the dispatch system of record.
3. Notify Duty Chief.
4. Notify Fire Prevention Bureau.
5. Notify California Highway Patrol.
6. CC will have 4 hours from first notification to call the Region Duty Officer, complete and email the initial FC-800 to Region Duty Officer.
7. Ensure STD-99 and CAL FIRE-152 are completed and processed, as applicable.

Region OCC

1. Receive FC-800.

2. Review completed FC-800 for accuracy. Forward FC-800 to Region Duty Chief, Region Fire Prevention Bureau Chief, Region Technical Services Chief, and Sac CC.

Sac CC

1. Receive FC-800.
2. Forward FC-800 to the Procedure 802 Mailing List.

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[\(Forms and Form Samples\)](#)