

8100 PROCEDURE 602

Request for CAL FIRE Resources to Local Government Law Enforcement Incidents

(No.39 June 2014)

[\(See Policy 8162.2 – Requests for CAL FIRE Resources to Local Government Incidents\)](#)

[\(See 8100 Exhibit - Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet\)](#)

[\(See 8100 Exhibit - Administrative Unit Boundaries \(Defined\) and 3-Letter Alpha Identifiers\)](#)

In the event of a law enforcement incident, local government agencies may request resources directly from their CAL FIRE Unit or order resources via the Cal OES Law Division Ordering System (Mission Tasking).

Requests for CAL FIRE resources placed directly from local government agencies to the CAL FIRE Unit may be filled with Unit resources at the Unit Duty Chief's discretion. Any requests that are unable to be filled with CAL FIRE Unit resources must be ordered via the Cal OES Law Enforcement Division Ordering System (Mission Tasking) and will be processed by Cal OES, and filled with the most appropriate resource. If there is an imminent life or property threat, and CAL FIRE resources from another Unit are believed to be the most appropriate for response, the Unit Duty Chief shall contact the Region Duty Chief for approval.

Any commitment of CAL FIRE resources to assist local government will require the completion and submittal of the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet".

Responsibilities and Action

Requests Placed Directly to the Unit from a Local Government Agency

Unit CC

1. Receive request(s) for CAL FIRE assistance for a law enforcement incident directly from a local agency.
2. Notify the Unit Duty Chief.
3. Generate an incident in the Dispatch System of Record.
4. Enter the incident in the Resource Ordering System of Record.
5. Generate the request in the Resource Ordering System of Record.

6. Fill the request as directed by the Unit Duty Chief.
 - a. Only CAL FIRE resources shall be committed to the Unit incident number.
 - i. Any requests that are unable to be filled with CAL FIRE Unit resources must be ordered by the requesting local Agency via the Cal OES Law Enforcement Division Ordering System (Mission Tasking).
 - ii. If there is an imminent life or property threat, and CAL FIRE resources from another Unit are believed to be the most appropriate for response, the Unit Duty Chief shall contact the Region Duty Chief for approval.
 - iii. If approved, place request to Region OCC.
 - b. If mission tasking occurs after Unit resources have been assigned, the CAL FIRE Unit resources will need to be reassigned from the Unit incident number to the CDF incident number – see “Requests placed from Cal OES Headquarters to Sacramento CC” below.
 - i. Mission numbers may be assigned at the local level, however formal mission tasking does not occur until a request is received by CAL FIRE from Cal OES at the state level.
7. Complete the “Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet” and email to the Region OCC
8. Assign an Agency Representative (AREP) to the local EOC as necessary.

Region OCC

1. Receive the “Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet” worksheet from the Unit.
 - a. Review the form and make sure all pertinent information is complete.
2. Notify the Region Duty Chief.
3. Forward the “Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet” worksheet to Sacramento CC.

Sac CC

1. Receive the “Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet” worksheet.

- a. Review the worksheet
2. Notify the Sacramento Duty Chief.

Mission Tasking Requests placed from Cal OES Headquarters to Sacramento CC

Sac CC

1. Receive request(s) for CAL FIRE assistance for a law enforcement incident directly from Cal OES Headquarters.
 - a. Confirm the Cal OES Mission Number
 - b. Ensure the request has been processed in the Cal OES Ordering System of Record.
2. Notify the Sacramento Duty Chief.
3. Create a CA-CDF incident number in the Resource Ordering System of Record and generate the necessary requests.
 - a. Enter the Cal OES Mission Number into the requests.
4. Process the requests in the Resource Ordering System of Record to the appropriate Region OCC to be filled.
6. Based on the recommendation of the Sacramento Duty Chief determine if an Agency Representative (AREP) needs to be assigned.
 - a. If required process this request.
7. Notify CAL FIRE Accounting Office for processing of PCA and non- emergency funds.

Region OCC

1. Receive requests from Sac CC in the Resource Ordering System of Record.
2. Notify the Region Duty Chief.
3. Process the requests to the appropriate Unit to be filled.

Unit CC

1. Receive requests from Region OCC in the Resource Ordering System of Record.
2. Notify Unit Duty Chief.

3. Fill requests.
 - a. With CAL FIRE Unit resources
 - b. If CAL FIRE Unit resources were already assigned to the incident on a local Unit incident number, the CAL FIRE Unit resources need to be reassigned to the CDF incident number

Releasing CAL FIRE Resources from Mission Tasking

Unit CC

1. Receive information that resources have been released from the non-fire incident.
2. Advise the Region OCC of the resource release include ETD and ETA information.

Region OCC

1. Receive information from the Unit ECC that resources have been released.
2. Notify Sacramento CC of the resource release.

Sac CC

1. Receive information of the resource release.
 - a. Confirm with Cal OES that the resource(s) have been released.
2. Release the resources from the incident.
3. Close the incident when all resources have been released.
4. Notify Cal OES and close the Cal OES Mission number.
5. Notify CAL FIRE Accounting Office (as appropriate).

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