



**DEPARTMENT OF CORRECTIONS  
Institutions**



<b>Title:</b>	<b>Wildland Fire Crew Deployment and Management Process</b>	<b>DOC Policy: 40.2.6</b>
<b>Effective:</b>	<b>7/15/15</b>	<b>Supersedes: 6/1/02</b>
<b>Applicability:</b>	<b>Institutions</b>	
<b>Directives Cross-Reference: Inmate Work Crews Div – 082</b>		
<b>Attachments:</b>		
<ul style="list-style-type: none"> <li><b>Form – Fire Crew Request Manifest (CD1716)</b></li> <li><b>Attachment 1 – Staff Personal Equipment Guidelines</b></li> <li><b>Attachment 2 – Inmate Property Control Guidelines</b></li> <li><b>Attachment 3 – Fire Crew Checklist Guidelines</b></li> <li><b>Attachment 4 – Fire Camp First Aid Kit</b></li> </ul>		

**I. PURPOSE**

The purpose of this policy is to establish the guidelines and process for dispatching inmate crews for wildland fire fighting anywhere in the state, in accordance with the Inmate Work Programs agreement between the Oregon Department of Forestry and Oregon Department of Corrections.

**II. POLICY**

**A. Dispatching Inmate Fire/Emergency Crews:**

All requests for inmate fire fighting and support crews will be made by the Department of Forestry’s unit offices, District Dispatch or Salem Fire Operations Center directly, or in the case of a DOC multiple institution response, the request may come through the Department Fire Program Manager.

1. Fire Crew Call-Out: When an institution receives a call from Department of Forestry’s unit offices, District Dispatch, Salem Fire Operations Center representative or Department of Corrections Fire Program Manager for inmate crews, the institution’s officer-in-charge, Control Center staff or other designated staff will complete a Fire Crew Request - Manifest (CD1762) and obtain the following information:
  - a. Name of the agency requesting assistance;
  - b. Telephone number of requesting agency;
  - c. Point-of-contact and phone number;
  - d. Requested arrival time of crews to designated fire mobilization site;
  - e. Assignment, detail description, and departure time of crews;

- f. Location of the fire/emergency and directions from the institution;
- g. Team Leader, Forestry Liaison Officer and Forestry Inmate Crew Supervisors;
- h. Staff assigned.
- i. Record vehicle license numbers.

**B. Notifications:**

When activated, each institution will be responsible to notify, at a minimum, the Inmate Work Programs Administrator's Office, appropriate local and state authorities, and the institution's command structure (the command structure communication requirement may vary at each institution), and the DL ODOC Fire Crew

**C. Remote Fire Camp**

1. For a single response fire, the institution activated will establish the minimum number of staff assigned, including necessary lead staff, if indicated.
2. The normal ratio of staff to inmates will be 1:10 for fire fighting crews, and 1:15 for fire camp support crews. Exceptions can be made to these ratios pursuant to department rule on **Inmate Work Crews** (OAR 291-082). Decisions in the field relating to such changes need to be made by the functional unit manager, with a follow up phone call to the Assistant Director of Operations.
3. When multiple institutions are deployed to a single fire incident, the department's Camp Commander shall be ranked Lieutenant or above.
4. The department will identify a Camp Commander from a Westside facility and from an Eastside facility.
5. Upon arrival at a fire camp, the Camp Commander will make immediate contact with the Forestry Liaison Officer and obtain instructions for an inmate camp location.
  - a. All inmates will be housed in the same location (by crew) in order to achieve cooperative supervision and maximize available staff resources.
  - b. Inmate camp location will have posted perimeter boundaries.
6. The Camp Commander will be responsible for gathering necessary logistical information needed to coordinate showers, meals, laundry services, medical supports, local law enforcement services and vehicle refueling.
7. This information will be relayed to the activated institutions officers-in-charge/control centers as soon as possible.

8. The Camp Commander will schedule and notify all staff of the on-call process.
9. The Camp Commander or Camp Supervisor will be responsible for maintaining all personnel time sheets and staff schedules.
10. Staff responsible for direct supervision of inmate work crews will be responsible for completing shift tickets in lieu of inmate work rosters. Forestry personnel charged with supervision of inmate work crews will complete the rosters for those crews. (ODF shift tickets)

**D. Transportation to and From the Incident:**

1. Staff will inspect vehicles intended for transport prior to departure to ensure they are in safe working condition.
2. When possible, all vehicles from a designated location will travel in a convoy, maintaining a safe speed and observing all traffic laws.
3. Rest stops may be made as needed, with due caution and consideration for public interaction and safety. Inmates will be supervised at all times during rest breaks.
4. Staff will assure all inmates are present prior to leaving rest stops.
5. Communication checks (radio, cell phone, etc.) will be made prior to departure from the institution and routinely during the trip, where possible, to ensure lines of communication are in working order. The frequency of checks thereafter will be determined by individual institution post orders.

**E. Transportation to and From the Incident:**

1. Medical Emergencies: If an inmate becomes ill or seriously injured, the Camp Commander will communicate with the activated institution officer-in-charge and arrange for transport to the nearest medical facility for evaluation and assessment.
  - a. Institution Health Services staff will contact the medical facility's point-of-contact person, assess the inmate's status and determine the need for transport to a Department of Corrections institution.
2. Disciplinary Emergencies: In the event of serious misconduct by an inmate that requires immediate removal and transport from the remote fire site, the Camp Commander will notify the activated institution officer-in-charge to arrange transport. If the travel time to an institution creates serious camp staff shortages, or there is need for immediate secure housing, the Camp Commander may contact local law enforcement for assistance in transportation and lodging.
3. There may be times the DOC Transport Unit may assist in the transportation of inmates and/or staff to and/or from ODF Fire Camps.

### III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Kim Brockamp, Deputy Director