

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 900</p> <p>INMATE PROGRAMS AND SERVICES</p>	<p>OPR:</p> <p>OPS</p>
	<p>DEPARTMENT ORDER: 918</p> <p><i>WILDLAND FIRE CREWS/ DISASTER AID</i></p>	<p>SUPERSEDES:</p> <p>DO 918 (5/28/09)</p>
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PURPOSE

This Department Order establishes procedures and standards for the Inmate Wildland Fire Crew program and procedures for providing Emergency Disaster Aid during a declared state of emergency to ensure the security, safety and supervision of participating inmates. Department employee and inmate involvement in the Inmate Wildland Fire Crew program and emergency disaster aid are voluntary.

APPLICABILITY

This Department Order is applicable to Department employees and inmates assigned to a Wildland Fire Crew and/or inmates and employees providing Emergency Disaster Aid.

RESPONSIBILITY

The Chief Procurement Officer shall ensure a legal Interagency Service Agreement (ISA) exists between the Department and the Arizona State Forestry (AZSF) for the obligations of Wildland Fire Crews and for forestry abatement projects utilizing a Wildland Fire Crew.

The Division Director for Offender Operations shall approve the establishment of each Wildland Fire Crew.

At each institution with a Wildland Fire Crew:

- The Warden shall oversee the Wildland Fire Crew(s) and appoint a Wildland Fire Crew Sergeant to supervise the institution's program.
- The Complex Training Officer shall ensure training materials are provided to AZSF employees involved in supervising or interacting with inmate workers.

PROCEDURES

918.01 WILDLAND FIRE CREW ELIGIBILITY REQUIREMENTS

1.1 Department employees and inmates shall have:

1.1.1 The ability to:

1.1.1.1 Perform strenuous work (i.e., heavy lifting, shoveling, climbing, and prolonged walking) for several hours.

1.1.1.2 Meet AZSF physical examination standards.

1.1.1.3 Pass the physical fitness requirement of a three-mile walk/run in 45 minutes or less with a 45 lb. vest/pack prior to assignment and on a yearly basis.

1.1.1.4 Attend/complete all AZSF required training and testing.

1.1.1.4.1 Department employees and/or inmates originally scoring below a 70 shall be permitted one retake. Department employees and/or inmates who do not pass the retake shall be required to reapply and retest when positions become available.

- 1.1.2 The willingness and ability to adhere to the Rules of Conduct outlined in section 918.06 of this Department Order and work with Department employees and inmates as team members under adverse conditions.
- 1.2 Department employees shall have:
 - 1.2.1 Successfully completed the Correctional Officer Training Academy.
 - 1.2.2 The ability to be available throughout the year, including any shift or regular days off (RDOs) and the willingness to be called out at any time for a fire. Staff ARE NOT on an On-Call or Standby status anytime during this assignment.
 - 1.2.3 Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications.
 - 1.2.4 A valid Arizona Driver's License, to include a Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements.
 - 1.2.4.1 Department employees who do not have a CDL with the Passenger and Air Brake Endorsements shall obtain the CDL with these endorsements within six months of full-time assignment to the Wildland Fire Crew.
- 1.3 Inmates shall:
 - 1.3.1 Be eligible for Level 1 or 2 work supervision.
 - 1.3.2 Have no escape history or arson convictions on their record.
 - 1.3.3 Have a sentencing structure allowing them to be available throughout the fire season.

918.02 WILDLAND FIRE CREW APPLICATION AND APPROVAL PROCESS

- 1.1 Application and Approval Process For Department Employees
 - 1.1.1 Department employees shall submit an Employee Wildland Firefighter Crew Application, Form 918-1, to the assigned Wildland Fire Crew Sergeant through their immediate supervisor.
 - 1.1.2 The Applicant Review Board shall review all Department employee Applications. Incomplete Applications shall not be accepted.
 - 1.1.3 The Applicant Review Board Chairperson shall make a recommendation to the Warden upon review of the Application by the Board.
 - 1.1.4 The Warden shall be the final approving authority.
- 1.2 Application and Approval Process For Inmates
 - 1.2.1 Inmates shall submit an Inmate Wildland Fire Crew Application, Form 918-5, to their assigned Correctional Officer IV or designee. Incomplete Applications shall not be accepted.

- 1.2.2 The Correctional Officer IV or designee shall:
 - 1.2.2.1 Review Adult Information Management System (AIMS) to determine eligibility for the Wildland Fire Crew program.
 - 1.2.2.2 Complete their portion of the Application.
 - 1.2.2.3 Forward the Application to the Work Incentive Plan (WIPP) Coordinator when the inmate is eligible.
 - 1.2.2.4 Provide a copy of the Application to the inmate and place a copy in the inmate's institutional file when the inmate is ineligible.
- 1.2.3 The WIPP Coordinator shall forward the Application to the Health Unit for scheduling of the inmate's physical examination screening.
- 1.2.4 Within ten workdays of receipt of the Application, the contracted health care provider shall:
 - 1.2.4.1 Perform a medical examination of the inmate.
 - 1.2.4.2 Complete the Medical Assessment portion of the Application prior to forwarding it to the Wildland Fire Crew Sergeant.
- 1.2.5 The Wildland Fire Crew Sergeant shall:
 - 1.2.5.1 When an inmate is medically eligible, complete the Wildland Fire Crew Sergeant Recommendation section of the Application prior to forwarding it to the Warden or designee for disposition.
 - 1.2.5.2 When an inmate is medically ineligible, provide a copy of the Application to the inmate and the WIPP Coordinator.
- 1.2.6 The Warden or designee shall approve or disapprove the Application and forward it to the Wildland Fire Crew Sergeant, who shall distribute copies to the inmate and the WIPP Coordinator.
- 1.2.7 Institutional staff shall ensure a Movement Hold is placed on all inmates assigned to a Wildland Fire Crew.

918.03 WILDLAND FIRE CREW TRAINING AND RECORD KEEPING

1.1 Minimum Training Requirements

- 1.1.1 Prior to activation, Wildland Fire Crew Department employees and inmates (members) shall complete the following minimum training:
 - 1.1.1.1 Basic Life Support and CPR.
 - 1.1.1.2 National Wildland Coordinating Group Firefighter 2 (32 hours).
 - 1.1.1.3 Specialty training for duties (i.e., sawyers).

- 1.1.2 Full-time Wildland Fire Crew Department employees shall attend continuing training provided by the AZSF in order to ensure competent supervision of Wildland Fire Crew inmates.
- 1.2 Record Keeping – The Wildland Fire Crew Sergeant shall ensure the Wildland Fire Crew file of each inmate participating in the Wildland Fire Crew program contains the inmate's:
 - 1.2.1 Application.
 - 1.2.2 Firefighter Training Record, Form 918-2.
 - 1.2.3 Wildland Fire Equipment Issue, Form 918-3.
 - 1.2.4 Interagency Fire Job Qualification Card.
 - 1.2.5 Notable inmate behavior documentation (including positive evaluations), when applicable.

918.04 WILDLAND FIRE CREW EQUIPMENT

- 1.1 Wildland Fire Crew members shall be provided:
 - 1.1.1 The necessary tools/equipment, sanitary facilities and any special clothing to accomplish work assignments by the AZSF. (See ISA, Appendix E)
 - 1.1.1.1 The Wildland Fire Crew Sergeant shall request camp equipment be furnished by the AZSF.
 - 1.1.2 Additional equipment by the Department, as requested and approved by the Warden or designee.
- 1.2 Emergency Equipment Documentation – For all equipment used, the Wildland Fire Crew Sergeant shall submit a completed Emergency Equipment Shift Ticket(s) (Form OF-297), and/or Emergency Equipment – Use Invoice(s) (Form OF-286) to the AZSF Crew Coordinator for review and approval prior to forwarding to the timekeeper.
- 1.3 Cellular Phones and Radio/Communication Devices
 - 1.3.1 Wildland Fire Crew Department employees shall be equipped with a cellular phone. Preferable features shall include Global Positioning System (GPS), weather applications, and additional job-related applications, as deemed necessary.
 - 1.3.2 Wildland Fire Crews shall be equipped with a minimum of three radios/communication devices, as agreed upon by the Department and AZSF.
- 1.4 Vehicles – Due to the nature and locations of deployments, terrain, and other hazards, it is highly recommended each Wildland Fire Crew be equipped with a vehicle capable of transporting equipment and supporting the mission of the Wildland Fire Crew.
 - 1.4.1 Inmates shall be transported to and from work locations using AZSF vehicles. If AZSF vehicles are unavailable, Department vehicles may be used, with AZSF being charged on a per mile basis in accordance with state vehicle reimbursement rates. Inmate workers shall not be transported in privately owned vehicles at any time.

- 1.4.2 Inmates shall not operate any licensed over-the-road vehicle. Inmates may be permitted to operate AZSF off-road mobile equipment as specified in the ISA and outlined in Department Order #903, Inmate Work Activities.

918.05 WILDLAND FIRE CREW ACTIVATION, APPROVAL AND NOTIFICATION

- 1.1 The local AZSF Office Crew Coordinator shall direct requests for wildland firefighting assistance to the Wildland Fire Crew Sergeant.
 - 1.1.1 The typical Wildland Fire Crew responding to a fire call-out shall consist of a maximum of 20 inmates, unless otherwise directed.
- 1.2 The Wildland Fire Crew Sergeant shall:
 - 1.2.1 Provide the call-out approving authority as specified in this section the following:
 - 1.2.1.1 Name and telephone number of person requesting the Fire Crew.
 - 1.2.1.2 Fire name (if known), number and location.
 - 1.2.1.3 Size of Wildland Fire Crew(s) requested.
 - 1.2.1.4 Type and amount of equipment requested.
 - 1.2.1.5 Response route directions.
 - 1.2.1.6 All other information as deemed necessary.
 - 1.2.2 Advise the unit Shift Commander of the need to activate the inmates and notify the Wildland Fire Crew staff to respond.
- 1.3 During normal business hours, the Complex Major, Deputy Warden of Operations or the Warden shall approve call-outs, clear Wildland Fire Crew location changes, and notify Complex Control to advise the Warden, Deputy Warden of Operations, the unit Deputy Warden, and the Major, as applicable.
- 1.4 During non-business hours, including nights, weekends and holidays, the Duty Officer shall approve call-outs, clear Wildland Fire Crew location changes, and notify Complex Control to advise the Warden, Deputy Warden of Operations, the unit Deputy Warden, and the Complex Major.
- 1.5 The Complex Major shall ensure the following are submitted in accordance with Department Order #105, Information Reporting:
 - 1.5.1 Preliminary Notification.
 - 1.5.2 Initial Report, submitted on a Significant Incident Report, Form 105-3, which shall include, but not limited to the following:
 - 1.5.2.1 Call-out dates, times, location, and general description of the incident.
 - 1.5.2.2 Number of Department employees and inmates.

- 1.5.2.3 Name of approving authority.
- 1.5.2.4 Name of fire, if known.
- 1.5.3 Follow-Up Reports for the following:
 - 1.5.3.1 Medical emergencies.
 - 1.5.3.2 Location changes.
 - 1.5.3.3 Assignment change (i.e., being reassigned to a different fire).
 - 1.5.3.4 Injuries.
- 1.5.4 Supplemental Reports for any other significant or additional information, corrective action or further developments during the preceding 24-hours related to a previously reported significant incident.

918.06 WILDLAND FIRE CREW OPERATIONS – As authorized by the ISA and the Division Director for Offender Operations, the Wildland Fire Crew shall remain active year around to participate in fire suppression activities and other activities.

- 1.1 Check-in and Assignments – The Wildland Fire Crew Sergeant shall:
 - 1.1.1 Check in with the AZSF Crew Coordinator upon arrival at a fire destination, and then report to the Planning Section and/or Incident Commander as needed.
 - 1.1.2 Advise the Logistics Chief and/or Incident Commander as to special security needs and/or regulations pertaining to Inmate Wildland Fire Crews, if warranted.
- 1.2 Camp Perimeter Boundaries and Curfew – Department employees shall ensure all inmates are aware of the curfew time and camp boundaries (i.e., the dining area, restrooms and shower facilities) established by the Wildland Fire Crew Sergeant.
 - 1.2.1 A curfew boundary within the camp boundary shall be established for off-duty hours.
 - 1.2.2 Inmates shall receive Department employee permission prior to leaving these boundaries.
 - 1.2.3 Inmates violating established boundaries or curfew shall be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 1.3 Campsite Placement and Wildland Fire Crew Movement
 - 1.3.1 Campsite placement shall be separated from civilian Wildland Fire Crew campsites, whenever possible.
 - 1.3.2 All Wildland Fire Crew members shall move to and from the different areas in the camp together as a group unless specifically assigned or directed by a Wildland Fire Crew Sergeant. Group movement shall include, but shall not be limited to meals, showers, supplies and water.

1.4 Appearance and Uniforms

- 1.4.1 Wildland Fire Crew members shall present a neat, well groomed and professional appearance at all times.
- 1.4.2 To promote teamwork and unity within each Wildland Fire Crew, the individual institution shall specify the designated program uniform for inmates to include the color of the ball cap and T-shirt and the Wildland Fire Crew logo design.
- 1.4.3 The fire line uniform shall be Nomex fire-resistant clothing, fire boots, and safety equipment.
- 1.4.4 In order for the Wildland Fire Crew to respond immediately when necessary, the designed uniform for activities away from the fire line but within the fire suppression area shall remain the same as for working the fire line, to include items outlined in 1.4.1 through 1.4.3 of this section. Safety equipment is not required away from the fire line.

1.5 Wildland Fire Crew Meetings/Briefings

- 1.5.1 At the beginning of each shift, the Wildland Fire Crew Sergeant shall hold a briefing to address the following:
 - 1.5.1.1 Daily objectives.
 - 1.5.1.2 Required tool needs and/or assignments.
 - 1.5.1.3 General discussion on safety and hazardous conditions that may exist.
 - 1.5.1.4 General evaluation of ability and physical condition of Wildland Fire Crew members.
 - 1.5.1.5 Inspection/rehab of equipment to ensure it is in safe working order.
 - 1.5.1.5.1 Overtime for this purpose shall not exceed two hours.
- 1.5.2 At the conclusion of each fire line assignment, the Wildland Fire Crew Sergeant shall conduct a daily briefing to evaluate the physical condition of the Wildland Fire Crew and discuss the general work activities involved during the fire line assignment.

1.6 General Security Issues

- 1.6.1 Inmates on fire activities shall be subject to Department Order #803, Inmate Disciplinary Procedure.
- 1.6.2 Units nearest the Wildland Fire Crew may be notified when a Wildland Fire Crew is activated to assist with communications, security, transportation and inmate needs (i.e., inmate store, laundry etc.).
- 1.6.3 The following shall be strictly prohibited while on fire or project activities:
 - 1.6.3.1 Visitors (i.e., friends, relatives, etc.).

1.6.3.2 The inmate use of any type of communication device.

1.6.3.3 Alcohol, drugs or other contraband.

1.6.4 Prior to the initiation of any work project, the Wildland Fire Crew Sergeant and AZSF representatives shall inspect the proposed work site relative to security and safety concerns to ensure the work environment satisfies all requirements imposed by the custody level of assigned inmate workers and assigned work responsibilities.

1.6.4.1 The Department shall determine corrective action if security or safety concerns become evident.

1.7 Injuries Requiring Medical Attention

1.7.1 Injuries to Wildland Fire Crew members requiring routine medical attention shall be referred to and treated by first aid station personnel at the fire site.

1.7.2 Wildland Fire Crew members may return to work when deemed capable by medical personnel.

1.7.3 All medical attention not considered routine shall be handled as emergency medical situations.

1.7.4 Wildland Fire Crew members in need of emergency medical attention shall be treated in accordance with the prescribed medical plan established by the Incident Commander.

1.7.5 The Wildland Fire Crew Sergeant shall notify the appropriate Control Center and the AZSF Crew Coordinator if Wildland Fire Crew members require transport to a hospital for treatment and provide the following:

1.7.5.1 Wildland Fire Crew member's name and Employee Identification Number (EIN) or Arizona Department of Corrections Inmate Identification Number (ADC Number), as applicable.

1.7.5.2 The nature of the medical emergency.

1.7.5.3 The destination and method of arrival.

1.7.5.4 The name of the Department employee escort.

1.7.5.5 The type of assistance required.

1.8 Rules of Conduct

1.8.1 All Wildland Fire Crew members shall:

1.8.1.1 Follow instructions given by the Wildland Fire Crew Sergeant and AZSF Crew Coordinators.

1.8.1.2 Attend meetings/briefings.

- 1.8.1.3 Interact appropriately with the public.
- 1.8.1.4 Follow safety considerations at campsites.
- 1.8.2 Violation of rules or regulations shall constitute grounds for termination from the Wildland Fire Crew.
- 1.8.3 Any Wildland Fire Crew member not performing to the satisfaction of AZSF may be removed and/or replaced as soon as possible.
- 1.9 Field Inspections – The Deputy Warden of Operations and/or Complex Major shall conduct periodic field inspections of Wildland Fire Crew activities including, but not limited to:
 - 1.9.1 Camps (tent/living areas).
 - 1.9.2 Equipment.
 - 1.9.3 Wildland Fire Crew member morale.
 - 1.9.4 Count/supervision procedures.
 - 1.9.5 Other off site work location(s), as mutually agreed.
- 1.10 Staffing
 - 1.10.1 Department employees certified as Wildland Fire Fighters shall supervise inmates participating in the Inmate Wildland Fire Crew program.
 - 1.10.2 The Wildland Fire Crew Sergeant shall initiate a staff rotation to ensure that all staff are relieved periodically and return to the camp for rest.
 - 1.10.3 Whenever possible, two Department employees shall supervise the Wildland Fire Crew while on the fire line and the third Department employee shall remain in camp to rest for rotation.
 - 1.10.4 The Wildland Fire Crew Sergeant shall:
 - 1.10.4.1 Ensure when the Wildland Fire Crew has bedded down and is sleeping, a Department employee is assigned to provide security checks, inmate counts and continually monitor the inmate workers until the next work period begins.
 - 1.10.4.1.1 When staffing allows, a fourth Wildland Fire Crew employee may be utilized on fires and overnight project to assist with security and staff rotation.
 - 1.10.4.2 Ensure when a specific fire assignment does not allow for effective staff rotation for rest (i.e., location, relocations, demobilization, base camp not established, etc.), periodic security checks are completed throughout the duration of the assignment.

1.10.4.3 Periodically review all Department employees assigned to work the fire line for an extended period of time and make staff changes as necessary to ensure the highest degree of security and safety is maintained.

1.12 Wildland Fire/Brush Abatement/Reforestation Reporting – The Warden or designee shall submit the Wildland Fire/Brush Abatement/ Reforestation Report to the Division Director for Offender Operations by the 5th of each month. The report shall include the following, as applicable:

1.12.1 Wildland Fire Crew deployment date.

1.12.2 Number of days deployed.

1.12.3 Number of Wildland Fire Crew members deployed (broken down by Department employee and inmate).

1.12.4 Number of inmate hours worked.

1.12.5 Name of fire or project name.

1.12.6 Wildland Fire Crew number and deployment location (minimum of County name).

1.12.7 Brush Abatement project number and location (minimum of County name).

1.12.8 Reforestation location and the number of trees planted.

1.12.9 Cords of wood stored at the complex.

918.07 WILDLAND FIRE CREW WORK HOURS/TIME AND PAYMENT

1.1 Department Employees

1.1.1 Before the end of the pay period, the Wildland Fire Crew Sergeant shall:

1.1.1.1 Ensure Department employees submit their original Positive Attendance Report (PAR) to the timekeeper.

1.1.1.2 Complete the Crew Time Report (CTR) (Form SF-261) and/or Emergency Firefighter Time Report (EFT) (Form OF-288) prior to forwarding to AZSF Crew Coordinator for review and approval. Upon the review and approval by the AZSF Crew Coordinator, the Wildland Fire Sergeant shall submit a copy of the form(s) to the timekeeper and provide the original(s) to the AZSF Crew Coordinator.

1.1.1.2.1 The AZSF Crew Coordinator will forward the form(s) to AZSF Finance for review prior to sending to the Payroll Unit.

1.1.2 No later than the Monday before the Human Resources Information System (HRIS) compute, timekeepers shall send the Payroll Unit via fax or email the following for the current pay period:

1.1.2.1 Emergency Equipment Shift Ticket and/or Emergency Equipment – Use Invoice.

1.1.2.2 CTR and/or EFT.

1.1.2.3 Department employee PARs.

1.1.3 Timekeepers shall not pay for any fire or project overtime hours or key in the project overtime (PJ) or fire overtime (FF) hours in HRIS.

1.1.4 Upon receipt of the CTR and/or EFT from AZSF Finance, the Payroll Unit shall initiate an inter-agency transfer and notify AZSF that the transfer is ready to execute.

1.2 Inmates

1.2.1 Inmate compensation shall be as specified in the ISA.

1.2.2 Inmates may receive WIPP pay in cooperation with the AZSF and USFS while in training exercises conducted on controlled burns and other work as deemed appropriate by the Warden or designee.

1.2.3 The Wildland Fire Crew Sergeant shall complete the CTR prior to forwarding to AZSF Crew Coordinator, who will review and approve the forms and forward them to AZSF Finance for review.

1.2.4 No later than Monday before the post date, AZSF Finance will fax or email to the Complex Capacity Officer the form along with supporting time sheets signed by each inmate on the Fire Crew.

1.2.5 The Complex Business Office staff shall prepare and send to AZSF an invoice along with supporting documentation. In accordance with the ISA, the CTR approved by the AZSF Crew Coordinator shall be sent with the invoice.

1.2.6 The AZSF will process an Automated Clearing House transaction to the Department referencing the invoice information.

918.08 EMERGENCY DISASTER AID - When requested by the Governor, the Director may grant inmates meeting eligibility criteria authorized absences from Department institutions to provide aid in a declared state of emergency. An application to participate in disaster aid is not required.

1.1 Eligibility Criteria – To be eligible to participate in disaster aid, inmates shall have an Internal Risk (IR) level of 2 or lower and an institutional Minimum Custody level and be:

1.1.1 Housed at a Minimum Custody level institution or unit that has a Minimum Custody level and an IR level of 2 or lower.

- 1.1.2 Classified as medically full duty.
- 1.1.3 Recommended by the Warden and approved by Central Office Classification.
- 1.2 The Division Director for Offender Operations shall ensure a list of eligible Level 1 or 2 inmates who are available and willing to provide voluntary aid in a declared state of emergency is developed and maintained.
- 1.3 The Deputy Warden of Operations or designee shall:
 - 1.3.1 Develop and maintain a list of inmates eligible to provide disaster aid.
 - 1.3.2 Enter the following pertinent inmate information on the appropriate AIMS screen for approved inmates:
 - 1.3.2.1 Date of approval by Warden or designee.
 - 1.3.2.2 Date of approval for exception by the appropriate Division Director. Exceptions shall be requested by email.
 - 1.3.3 Upon request, retrieve a batch report when a list of approved inmates for disaster aid is required.
- 1.4 Eligible, available and willing inmates may be authorized to participate in disaster aid at the sole discretion of the Director, Deputy Director or Division Director for Offender Operations.
- 1.5 Inmates on temporary removal shall be:
 - 1.5.1 Deemed to be prisoners serving their sentences outside of an institution in a position of trust and confidence.
 - 1.5.2 Entitled to all time credits authorized by statute, providing they were earning time credit at the time of such release. Such time credits shall be subject to forfeiture in accordance with statutes.
- 1.6 Inmates authorized to participate in disaster aid shall be supervised and escorted in accordance with Department Order #903, Inmate Work Activities.
- 1.7 An inmate shall be considered an escapee and may be found guilty of a Class 5 felony for the failure to:
 - 1.7.1 Return from disaster aid.
 - 1.7.2 Return by the stated time.
 - 1.7.3 Remain within the geographical limits of the assigned work area.

IMPLEMENTATION

Within 90 days of the effective date of this Department Order, the Warden of each institution that has a Wildland Fire Crew shall address the contents of this Department Order in authorized unit-specific Post Orders, as appropriate.

DEFINITIONS

APPLICANT REVIEW BOARD - A panel of three Department employees, on which the Wildland Fire Crew Sergeant serves as Chairperson. Alternative board members shall be approved by the Warden.

DEPARTMENT EMPLOYEE WORK HOURS (FIRES ONLY) – For the purpose of this Department Order, Wildland Fire Crew Department employees work hours reported on their FTR/CTR shall be as follows:

- **ON** – Includes actual firefighting time, time on the fire line, travel to and from the fire base/briefing to the fire line, and in briefings.
- **OFF** – Time not spent on the fire line or actual firefighting time. This is time spent resting or sleeping, meal periods in camp or off the fire line, in fire camp, or any time not physically on the fire line.
- **TRAVEL OFF** – Travel time shall be tracked from the point of departure to the incident and includes preparation time, clearing the sally port, travel from the other point of departure to the incident, meal periods during travel, and time in staging areas.

DISASTER AID - Flood, fire, tornado or other sudden events bringing great damage, loss or destruction requiring mutual aid or when the Governor declares a state of emergency.

INCIDENT COMMANDER – For the purposes of this Department Order, the person with the overall responsibility of fighting a particular fire.

TEMPORARY REMOVAL - An authorized absence from an institution or a Community Release Center, in accordance with this Department Order.

WILDLAND FIRE CREW - A team comprised of Department employees and inmates trained by and under an ISA to the Arizona State Forestry, in conjunction with, the USFS to suppress wildland fires.

WILDLAND FIRE CREW SERGEANT – A Department employee designated by the Warden to function as a liaison between the Department and the AZFS and the USFS.

{Original Signature on File}

Charles L. Ryan
Director

FORMS LIST

- 918-1, Employee Wildland Fire Crew Application
- 918-2, Firefighter Training Record
- 918-3, Wildland Fire Equipment Issue
- 918-5, Inmate Wildland Fire Crew Application

CROSS-REFERENCE INDEX

Department Order #105, Information Reporting
Department Order #503, Employee Grooming and Dress
Department Order #512, Employee Pay, Work Hours, Compensation and Leave
Department Order #803, Inmate Disciplinary Procedure
Department Order #903, Inmate Work Activities

AUTHORITY

A.R.S. § 26-303, Emergency Powers of Governor; Termination; Authorization For Adjutant General; Limitation
A.R.S. § 31-233 Order for Removal; Purposes; Duration; Continuous Alcohol Monitoring Program; Failure to Return; Classification
A.R.S. §31-252, Use of Prisoners in Public Works; Cooperative Prisoner Labor System; Definitions
A.R.S. § 35-148, Payment for Interagency Services As Credit to Account of Agency; Transfer of Miscellaneous State Monies to General Fund; Exceptions
A.R.S. § 37-623, Suppression of Wildfires; Powers and Duties of State Forester; Entry on Private Lands
A.R.S. § 37-623.01, Forestry Administrative Districts; Equipment and Personnel
A.R.S. § 37-623.02, Emergencies; Prohibiting Fireworks; Liabilities and Expenses; Fire Suppression Revolving Fund
A.R.S. § 41-1604, Duties and Powers of Director
A.R.S. § 41-1604.11, Order For Removal; Purposes; Duration; Work Furlough; Notice; Failure To Return; Classification; Applicability; Definition
Occupational Safety and Health Act, Safety and Health Standards, CFR 1910, as adopted by the State of Arizona
Occupational Safety and Health Act, Construction Industry, CFR 1926, as adopted by the State of Arizona