



ARIZONA
DEPARTMENT
OF
CORRECTIONS

DEPARTMENT ORDER MANUAL

CHAPTER: 900

INMATE PROGRAMS AND
SERVICES

OPR:

OPS

DEPARTMENT ORDER: 918

*WILDLAND FIRE CREWS/
DISASTER AID*

SUPERSEDES:
DO 918, (09/01/96)
DI 57, (10/23/97)

EFFECTIVE DATE:

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PURPOSE

This Department Order authorizes the establishment and activation of Wild land Fire Crews and provides procedures for staff and inmates to volunteer for participation in the program. This Department Order also provides procedures for inmates to volunteer and be selected to provide aid during a declared state of emergency. These procedures ensure the security, safety and supervision of participating inmates.

RESPONSIBILITY

The Department's Contract Administrator is responsible for ensuring a legal contract exists between the Department and the Arizona State Land Department (ASLD) for the obligations of Wild Land Fire Crews and for forestry abatement projects utilizing this crew.

The Division Director for Offender Operations is responsible for approving the establishment of each Wild Land Fire Crew.

Wardens are responsible for overseeing the activities of the Wild land Fire crew and shall appoint a Wild Land Fire Crew Sergeant who shall supervise the program.

APPLICABILITY

Wild Land Fire Crews shall be established upon approval of the Division Director for Offender Operations.

PROCEDURES

918.01 WILD LAND FIRE CREW CONTRACT REVIEW - The Warden of each institution with a Wild Land Fire Crew shall review the contract with the ASLD prior to its implementation and shall immediately notify the Division Director for Offender Operations of any concerns with the contract before implementation.

918.02 FIRE CREW STAFF SELECTION PROCESS

- 1.1 Staff Requirements - Staff interested in being on the Wild Land Fire Crew shall:
 - 1.1.1 Have successfully completed the Correctional Officer Training Academy.
 - 1.1.2 Be in good physical condition and meet the physical fitness requirements provided by the ASLD.
 - 1.1.3 Be available throughout the year, including any shift or regular days off (RDOs) and be willing to be called out at any time for a fire. (Staff ARE NOT on an On-Call or Standby status at anytime during this assignment.)
 - 1.1.4 Be able to attend and complete all training and written tests as required by the ASLD. Staff members who originally score below 70 shall be allowed one retake.
 - 1.1.5 Possess current Cardiopulmonary Resuscitation (CPR) and First Aid certifications.
 - 1.1.6 Possess an appropriate valid Arizona driver's license, to include a CDL with passenger and airbrake endorsements.

- 1.2 Staff Application - Interested staff shall submit a memorandum of application to the assigned Wild Land Fire Crew Sergeant through their immediate supervisor. Memos of application shall contain at a minimum:
 - 1.2.1 A statement of interest.
 - 1.2.2 Past fire fighting experience (if any).
 - 1.2.3 Department hire date.
 - 1.2.4 Original probation completion date.
 - 1.2.5 The employee's current assignment and RDOs.
- 1.3 The Applicant Review Board shall review all applications.
 - 1.3.1 Upon review of applicants, the board shall make a recommendation to the Warden.
 - 1.3.2 Final approval is at the sole discretion of the Warden.

918.03 FIRE CREW INMATE SELECTION PROCESS

- 1.1 Fire Crew Size - The typical fire crew responding to a fire call out shall consist of 20 inmates, unless otherwise directed.
 - 1.1.1 Fire crew membership is voluntary and not subject to the Work Incentive Pay Plan (WIPP) or other pay. However, inmates may receive WIPP pay while in training exercises conducted on controlled burns, in cooperation with the ASLD and United States Forest Service (USFS).
- 1.2 Inmate Membership - To be members of the fire crew, inmates shall:
 - 1.2.1 Be eligible for Level 01 or 02 work supervision.
 - 1.2.2 Be medically cleared for full duty and be physically able to do strenuous work to include heavy lifting, shoveling, climbing, running and prolonged walking.
 - 1.2.3 Successfully pass physical examination screening.
 - 1.2.4 Be willing and able to work with staff and fellow inmates as team members under adverse conditions.
 - 1.2.5 Have no escape history or arson convictions on their record.
 - 1.2.6 Be willing to remain at the assigned unit for two years after completion of training.
 - 1.2.6.1 Institutional staff shall ensure that a movement hold is placed on all inmates assigned to this crew.
 - 1.2.7 Have a sentencing structure that allows the inmate to complete training and be available throughout the fire season.
 - 1.2.8 Be willing to adhere to operations rules of conduct.

- 1.3 Inmate Application - Interested inmates shall submit a completed Firefighter Application, Form 918-1, to their assigned Correctional Officer (CO III) or designated staff, who shall determine inmate eligibility. Incomplete applications shall not be accepted.
 - 1.3.1 The CO III/designated staff shall review the applications and forward approved applications to the assigned Wild Land Fire Crew Sergeant.
 - 1.3.2 The assigned Wild Land Fire Crew Sergeant shall forward all applications to the medical unit for physical examination screening. Within 10 work days the physician shall specify on the inmate's application whether or not the applicant is medically eligible.
 - 1.3.3 After medical approval is received, the assigned Wild Land Fire Crew Sergeant shall forward the recommended applications for the Warden's review. The Warden shall indicate approval or disapproval on the inmate's application.
 - 1.3.4 The assigned Wild Land Fire Crew Sergeant shall provide written notification to inmates approved for assignment to the Wild Land Fire Crew.

918.04 TRAINING/RECORD KEEPING

- 1.1 Minimum Training Requirements - All staff and inmates shall complete the minimum training requirements prior to activation.
 - 1.1.1 Basic Life Support and CPR.
 - 1.1.2 Basic Wild land Firefighter course - 32 hours.
 - 1.1.3 Specialty school for duties, i.e., sawyers.
 - 1.1.4 Inmate crews may work in cooperation with the ASLD and USFS on controlled burns as a training exercise.
- 1.2 Record Keeping - The assigned Wild Land Fire Crew Sergeant shall maintain an accurate record of Wild Land Fire Crew activities to include:
 - 1.2.1 A file on each inmate containing:
 - 1.2.1.1 The inmate's application.
 - 1.2.1.2 Firefighter Training Record, Form 918-02.
 - 1.2.1.3 A test of all equipment issued, Fire Equipment Issue, Form 918-03.
 - 1.2.1.4 A record of the inmate's next of kin.
 - 1.2.1.5 A birth certificate, when available.
 - 1.2.1.6 An Interagency Fire Job Qualification Card.
 - 1.2.1.7 Additional identification such as fingerprints, footprints or other appropriate characteristics.

- 1.2.2 An ongoing daily Journal of Activities containing:
 - 1.2.2.1 Call-out dates, times and general description.
 - 1.2.2.2 All significant incidents.
 - 1.2.2.3 Equipment malfunctions.
 - 1.2.2.4 Notes from inmate briefings.
 - 1.2.2.5 Any notable inmate behavior to include positive evaluations.

918.05 EQUIPMENT

- 1.1 Staff and inmates shall be provided with all safety equipment prescribed in the contract by the ASLD.
- 1.2 The Department shall provide additional equipment for fire crews.
- 1.3 All fire crews shall be equipped with a minimum of two synthesized, FM fully programmable, portable radios, per crew. Radios shall be compatible to Bendix/King model.
- 1.4 The assigned Wild Land Fire Crew Sergeant shall request that camp equipment be furnished by the ASLD.

918.06 ACTIVATION/APPROVAL/NOTIFICATIONS

- 1.1 All calls from the local office of the Arizona State Forestry Crew Coordinator to request assistance for fighting Wild Land Fires shall be directed to the Wild Land Fire Crew Sergeant.
 - 1.1.1 The Wild Land Fire Crew Sergeant shall gather the necessary information to include the following:
 - 1.1.1.1 Name and telephone number of person requesting the crew.
 - 1.1.1.2 Fire name, number and location.
 - 1.1.1.3 Size of crew(s) requested.
 - 1.1.1.4 Type and amount of equipment requested.
 - 1.1.1.5 Response route directions.
 - 1.1.1.6 All other information as deemed necessary.
 - 1.1.2 The Wild Land Fire Crew Sergeant shall request approval from the Major, Deputy Warden of Operations or the Warden during normal working hours and the after hours Duty Officer for after normal working hours, weekends and/or holiday call out requests.

- 1.2 The Wild Land Fire Crew Sergeant shall advise the unit Shift Commander of the need to activate the inmates and shall notify the Wild Land Security Officers to respond.
- 1.3 The approving authority (during normal hours or after hours) shall notify Complex Control by pager to advise the Warden, Deputy Warden, and the Major of the callout.
- 1.4 All notifications of a change of location to another fire after normal working hours must be cleared by the after hours Duty Officer who shall ensure the Warden, Deputy Warden of Operations, Unit Deputy Wardens and the Major are advised.
- 1.5 The Wild Land Fire Crew Sergeant shall periodically review all staff assigned to work the fine line for an extended period of time and make staff changes as necessary to ensure that the highest degree of security and safety is maintained.

918.07 OPERATIONS

- 1.1 Check-in and Assignments - Upon arrival at a fire destination, the lead crew supervisor shall ensure proper check-in procedures are followed with the check-in unit and/or Incident Commander.
 - 1.1.1 Wild Land Fire Crew Field Inspection Report, Form 918-04, shall be completed.
 - 1.1.2 Upon completion of check-in, the lead crew supervisor shall report to the planning section and/or Incident Commander as needed.
 - 1.1.3 Crew supervisors shall advise the Logistics Chief and/or Incident Commander as to special security needs and/or regulations pertaining to inmate fire crews, if warranted.
- 1.2 Camp Perimeter Boundaries and Curfew - Crew supervisors shall establish a curfew time and camp boundaries to include the dining area, restrooms and shower facilities. Staff shall ensure all inmates are aware of them.
 - 1.2.1 A curfew boundary shall be established for off duty hours. This boundary shall be contained within the camp boundary.
 - 1.2.2 Any inmate leaving these boundaries shall receive staff permission prior to leaving.
 - 1.2.3 Inmates violating established boundaries or curfew shall be subject to disciplinary action.
- 1.3 Campsite Placement and Crew Movement - Campsite placement shall be, whenever possible, separated from civilian crew campsites.
 - 1.3.1 All crew members shall move to and from the different areas in the camp together as a group unless specifically assigned or directed by a Crew Supervisor.
 - 1.3.2 Group movement shall include, but shall not be limited to, the following:
 - 1.3.2.1 Meals.

- 1.3.2.2 Showers.
- 1.3.2.3 Supplies.
- 1.3.2.4 Water.
- 1.3.2.5 Other, as required.

1.4 Appearance and Uniforms - Crew supervisors and inmates shall present a neat, well groomed and professional appearance at all times.

- 1.4.1 To promote teamwork and unity within each 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 crew logo design.
- 1.4.2 The fire line uniform shall be Nomex fire-resistant clothing, fire boots, and safety equipment.
- 1.4.3 In order that the Fire Crew can 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 and 1.4.2 of this section. Safety equipment is not required away from the fire line.

1.5 Crew Meetings/Briefings

- 1.5.1 At the beginning of each shift, the lead crew supervisor shall hold a briefing to cover:
 - 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 crew members.
 - 1.5.1.5 Inspection of equipment to ensure it is in safe working order.
- 1.5.2 At the conclusion of each fire line assignment, a meeting shall be conducted to evaluate the physical condition of the 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 Discipline. Institution Orders shall include procedures for handling discipline/security problems on the fire site.

- 1.6.2 Units nearest the fire crew shall be notified when a fire crew is activated to assist with communications, security, transportation and inmate needs (i.e., store, laundry etc.,).
- 1.6.3 Under no circumstances are inmates allowed to have any visitors (i.e., friends, relatives, etc.,) while on fire activities.
- 1.6.4 Alcohol, drugs or other contraband are strictly prohibited.
- 1.7 Injuries Requiring Medical Attention - Injuries requiring routine medical attention shall be referred to and treated by first aid station personnel at the fire site.
 - 1.7.1 The inmate may return to work when deemed capable by medical personnel.
 - 1.7.2 All medical attention not considered routine shall be handled as emergency medical situations.
 - 1.7.3 Inmates requiring emergency medical attention shall be treated in accordance with the prescribed medical plan established by the Incident Commander.
 - 1.7.4 If it becomes necessary for an inmate to be transported to a hospital for treatment, the lead crew supervisor shall notify the appropriate Control Center of the situation and provide the following information:
 - 1.7.4.1 The inmate's name and number.
 - 1.7.4.2 The nature of the medical emergency.
 - 1.7.4.3 The destination and method of arrival.
 - 1.7.4.4 The staff escort.
 - 1.7.4.5 The type of assistance required.
- 1.8 Rules of Conduct
 - 1.8.1 Team members shall:
 - 1.8.1.1 Follow instructions given by crew supervisors.
 - 1.8.1.2 Attend team meetings/briefings.
 - 1.8.1.3 Interact appropriately with the public.
 - 1.8.1.4 Follow safety considerations at camp sites.
 - 1.8.2 Violation of rules or regulations constitutes grounds for termination from the fire crew.
- 1.9 Field Inspections

- 1.9.1 The Deputy Warden of Operations and/or Complex Major shall conduct periodic field inspections of fire crew activities including, but not limited to:
 - 1.9.1.1 Camps (tent/living areas).
 - 1.9.1.2 Equipment.
 - 1.9.1.3 Staff/inmate morale.
 - 1.9.1.4 Count/supervision procedures.
 - 1.9.1.5 Other off site work location(s) as mutually agreed.
- 1.9.2 All field inspections shall be recorded on the Fire Crew Field Inspection Report, Form 918-04, which shall be maintained with the Liaison file.
- 1.10 As authorized by the Intergovernmental Agreement (IGA) and the Division Director for Offender Operations, the fire crew shall remain active year around to participate in fire suppression activities and other activities as authorized under the IGA.
 - 1.10.1 Security staff certified as Wild Land Fire Fighters shall supervise inmate fire crews.
 - 1.10.1.1 The Wild Land Fire Crew Sergeant shall initiate a staff rotation to ensure that all staff are relieved periodically and return to the camp for rest.
 - 1.10.1.2 Two staff members shall supervise the inmate crew while on the fire line. The third staff member shall remain in camp to rest for rotation.
 - 1.10.1.3 At no time shall all three staff members be on the fire line at one time.
 - 1.10.2 Compensation for staff shall be as follows.
 - 1.10.2.1 Travel time to and from the site, sleep time, meal time and rest time at or near the fire site are considered work hours. The Department shall compensate staff for the first eight hours of the day. ASLD is responsible for compensation for any hours over the eight hours.
 - 1.10.2.2 The staff member shall complete the Fire Time Report form provided by ASLD staff at the fire site.
 - 1.10.3 Compensations for inmates shall be as specified in the IGA.
- 1.11 The Warden or designee shall submit the Wild Land Fire/Brush Abatement/Reforestation Report to the Southern Region Operations Director each Monday for the previous week ending on Sunday.
 - 1.11.1 Wild Land Fire Deployment Report information:

- 1.11.1.1 Crew deployment date.
- 1.11.1.2 Fire Crew number.
- 1.11.1.3 Deployment location. (Minimum of County name)
- 1.11.1.4 Number of staff deployed.
- 1.11.1.5 Number of inmates deployed.
- 1.11.1.6 Number of inmate hours worked.
- 1.11.2 Brush Abatement Report Information:
 - 1.11.2.1 Crew deployment date.
 - 1.11.2.2 Project number.
 - 1.11.2.3 Brush Abatement location. (Minimum of County name)
 - 1.11.2.4 Number of staff deployed.
 - 1.11.2.5 Number of inmates deployed.
 - 1.11.2.6 Number of inmate hours worked.
- 1.11.3 Reforestation Activities Report Information:
 - 1.11.3.1 Crew deployment date.
 - 1.11.3.2 Reforestation location.
 - 1.11.3.3 Number of staff deployed.
 - 1.11.3.4 Number of inmates deployed.
 - 1.11.3.5 Number of inmate hours.
 - 1.11.3.6 Number of trees planted.

918.08 ACCOUNTING/PAYMENT OF WORK HOURS - Department employee's work hours while supervising inmate work crews engaged in wild land firefighting activities, pursuant to an IGA agreement with the ASLD or the Department of Agriculture, shall be accounted for and paid as follows:

1.1 Work Hours - Travel time to and from the site, sleep time, meal time, and rest time at or near the fire site shall be considered work hours.

1.1.1 **SECTION DELETED**

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- 1.1.2 The Department shall pay regular hours and overtime hours on regular paydays. Firefighting hours are accrued and paid on the payday after an approved firefighting "Emergency Incident Time Report" is received from the ASLD. (See Attachment B)
 - 1.1.3 The Department agrees to pay Department employees for all time during a twenty-four (24) hour period that is not spent on the Fire Line, (Down Time).
 - 1.1.4 The Contractor agrees to pay (including any overtime) Department employee Fire Crews and Inmate Fire Crews for all time during a twenty-four (24) period spent on the Fire Line, (Actual Firefighting Time).
 - 1.1.5 The Contractor agrees to pay 100% of wages (including any overtime) for Department employee Fire Crews and Inmate Fire Crews if the fire is determined to be a Federal Jurisdiction Fire (On Federal Land). There is no difference between duty time on the Fire Line and Down Time in camp.
- 1.2 Emergency Incident Time Report
- 1.2.1 The employee shall complete the firefighting Emergency Incident Time Report, Form OF-288, provided by the ASLD at the fire site. A copy shall be provided to the employee. The ASLD then provides the original and a copy to the ASLD Accounting Office, who shall send the approved Emergency Incident Time Report to the Department Payroll section within 10 workdays of the fire duty assignment. The following shall be used to complete this form:
 - 1.2.1.1 On Shift - The time the employee arrives at the fire site from the institution or back from sleep time at or near the fire site.
 - 1.2.1.2 Regular Hours - The portion of "on shift" hours needed to complete the employee's regularly scheduled hours for the day.
 - 1.2.1.3 Overtime Hours - The portion of "on shift" hours in excess of the employee's regularly scheduled hours for the day. If the employee works during a regular day off, all "on shift" hours are considered overtime.
 - 1.2.1.4 The total of regular and overtime hours shall equal the time the employee is "on shift".
 - 1.2.2 The employee is considered off shift when the employee leaves the fire site to go back to the institution or goes to sleep at or near the fire site.
- 1.3 PARs shall be completed as follows:
- 1.3.1 Enter the regularly scheduled hours worked for the day. Regular hours include the "regular hours" shown on the Fire Time Report in accordance with 1.2 through 1.2.2 of this section.

- 1.3.2 Any hours shown as overtime on the Fire Time Report shall be coded as "FF" (firefighter hours). Firefighter hours are tracked on Excel spreadsheets. Coding hours as "FF" increases the firefighter's hour's balance. Payment by the Payroll Unit of these hours decreases the firefighter's hour balance. (See Attachment A, Firefighting Par Sheet.)
 - 1.3.3 Code "OT" (Overtime), "CE" (Compensatory hours earned) or "EH" (Extra Hours) any hours worked that are not part of the hours accounted for outlined in 1.3.1 and 1.3.2 of this section.
- 1.4 Payroll Unit
- 1.4.1 The Payroll Unit shall compare the entries on the Excel spreadsheet with the approved Fire Time Report to check consistency in recording hours.

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- 1.4.2 The employee shall be paid for the firefighter hours on the next paycheck issued. The firefighter's hour balance is reduced by the number of hours paid.
- 1.4.3 The Payroll Unit shall charge the ASLD for the personnel services and employer related expenditures corresponding to the firefighter hours paid.

918.09 EMERGENCY DISASTER AID - When requested by the Governor, the Director may grant inmates, who meet eligibility criteria, an authorized absence from Department institutions to provide aid in a declared state of emergency.

- 1.1 Eligibility Criteria: To be eligible to participate in disaster aid, the inmate shall:
 - 1.1.1 Have an Internal Risk (IR) level of 02 or lower and an institutional Minimum Custody level.
 - 1.1.2 Be living in a Minimum Custody level institution or unit that has a Minimum Custody level and an IR level of 02 or lower.
 - 1.1.3 Be classified as medically full duty.
 - 1.1.4 Be recommended by the Warden and approved by Central Classification.
- 1.2 Inmates shall not submit applications to participate in disaster aid.
- 1.3 The Division Director for Offender Operations shall ensure that a list of eligible inmates available and willing to provide aid in a declared state of emergency is developed and maintained. Participation in disaster aid by eligible inmates shall be voluntary.
 - 1.3.1 The Deputy Warden of Operations or designee shall develop and maintain a list of inmates eligible to provide disaster aid.
 - 1.3.2 The Deputy Warden of Operations shall enter the following pertinent inmate information on the appropriate Adult Information Management System (AIMS) screen regarding Level 1 or 2 inmates who meet the requirements specified in this Department Order and have been approved:
 - 1.3.2.1 Date of approval by Warden, CRC Administrator, or designee.
 - 1.3.2.2 Date of approval for exception by the appropriate Division Director. Exceptions shall be requested by email.
 - 1.3.2.3 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, Warden or CRC Administrator.

- 1.5 Inmates on temporary removal shall be deemed to be prisoners serving their sentences outside of an institution in a position of trust and confidence, and shall be entitled to all time credits authorized by statute, providing that the prisoner was 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:
 - 1.7.1 Failure to return from disaster aid.
 - 1.7.2 Failure to return by the stated time.
 - 1.7.3 Failure to 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 Wild Land Fire Crew shall:

- Develop and publish an Institution Order for activation of Wild Land Fire Crews, that includes, but is not limited to, the following:
 - Notification and a log of all requests that includes:
 - The name of the requester.
 - The project name/number.
 - The size of crew requested.
 - Routing directions.
 - All other information deemed necessary by the requester.
 - Call-out procedures for staff/inmate check-out and staff/inmate notification.
 - Emergency procedures for counts, injuries, accidents, escapes, and special communications.
 - Staff/inmate check-in procedures for equipment accountability and inmate time sheets.
 - Procedures for Brush Abatement and Reforestation.
- Address the contents of this Department Order in authorized Post Orders, as appropriate.

DEFINITIONS

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

CONTRACT LIAISON - A staff member designated by the Warden to function as a liaison between ADC and the Land Department (Division of Forestry), and the USFS.

CREW SUPERVISORS - Staff designated by the Warden as supervisors of the Wild Land Fire Crew; the lead crew supervisor shall be at least Sergeant in rank; assistant supervisors shall be at least CO II's in rank.

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.

DISASTER AID COORDINATOR - A staff member designated by the Warden to function as a liaison between the Institution and the local community for mutual disaster training and to coordinate responses requested during actual disaster situations.

INCIDENT COMMANDER - A person with overall responsibility for fighting a particular fire.

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

WILDLAND FIRE CREW - A team comprised of staff and inmates trained by and under contract to the Arizona State Land Department, in conjunction with, the USFS to suppress wild land fires.

WILDLAND FIRE CREW SERGEANT - A staff member designated by the Warden to function as a liaison between the Department and the Arizona State Land Department (Division of Forestry) and the USFS.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

Attachment A, Firefighting Par Sheet (Example)

Attachment B, Emergency Incident Time Report (Sample)

FORMS LIST

918-1, Firefighter Application

918-2, Firefighter Training Record

918-3, Fire Equipment Issue

918-4, Fire Crew Field Inspection Report

AUTHORITY

A.R.S. 31-233. A&B, Compassionate Leave; Other Purposes of Removal

A.R.S. 31-233.F, Failure of Inmate to Return to Custody

**ATTACHMENT A
DEPARTMENT ORDER 918**

**FIREFIGHTING PAR SHEET
(Example)**

Correctional Officer Jane Doe - Work day 7:00 am to 5:30 pm Monday thru Thursday.

Wednesday, the fire crew is called out at 2:00 pm, arrives at the fire site at 3:30 pm and remains at the fire site until Saturday 4:00 pm.

PAR entries:

ADC PAYROLL TIME SHEET ____ THRU ____ X: ____

SSN _____

SAT	SUN	MON	TUE	WED	THR	FRI
___ R ___ D ___ O	___ R ___ D ___ O	10 100/RH	10 100/RH	10 100/RH 1.5 101/OT 5.0 FF	10 100/RH 11 101/OT 3.0 FF	11 101/OT 13 FF
7.5 101/OT 10 FF	___ R ___ D ___ O	10 100/RH	10 100/RH	10 100/RH	10 100/RH	___ R ___ D ___ O

TOTAL HOURS: _____

COMMENTS: _____

FLSA: _____
 OTEC: _____

	ANNUAL	S.F.	SICK	COMP.	HOLIDAY	MILITARY	FIRE*
PREV							
EARN							31
TAKE							
BAL							31
*FIREFIGHTING HOURS							

HRIS: Employee paid 100/RH & 101/OT. 31 FF hours accrued awaiting approval

