

**CHAPTER: 900**  
**Inmate Programs and Services**

**DEPARTMENT ORDER:**  
**918 – Fire Crews/Disaster Aid**

**OFFICE OF PRIMARY**  
**RESPONSIBILITY:**

**OPS**  
**AS**

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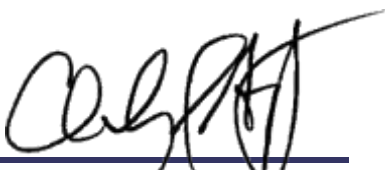
**ACCESS**

**Contains Restricted Section(s)**

# Arizona Department of Corrections

## Department Order Manual



  
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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order establishes policy and procedures standards for the Inmate Wildland Fire Crew program, the Facility Fire Brigade program, and procedures for crews providing Emergency Disaster Aid during a declared state of emergency to ensure the security, safety and supervision of participating employees and inmates. Department employee and inmate involvement in the Inmate Wildland Fire Crew program, the Facility Fire Brigade program and Emergency Disaster Aid are voluntary. The Fire Crew programs shall comply with pertinent National Wildfire Coordinating Group (NWCG) or National Fire Protection Association (NFPA) Standards, and the National Incident Management System (NIMS) Incident Command System (ICS).

## **APPLICABILITY**

This Department Order is applicable to Department employees and inmates assigned to a Wildland Fire Crew, a Facility Fire Brigade 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 Department of Forestry and Fire Management (DFFM) for the obligations of Wildland Fire Crews and for forestry abatement projects utilizing a Wildland Fire Crew.

The Division Director for Prison 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 Director, in consultation with the Division Director for Administrative Services and the Fire, Safety and Loss Prevention Administrator shall determine which institutions and/or units will house a Facility Fire Brigade. The DFFM has the authority to prescribe fire suppression resources unless that authority has been delegated to a local authority having jurisdiction. A Facility Fire Brigades is required at ASPC-Winslow – Apache Unit. The Apache Unit Facility Fire Brigade shall operate as follows:

- The Facility Fire Brigade shall be restricted to on-site fire protection.
- The Complex Occupational Safety Consultant (OSC), qualified as the Facility Fire Brigade Leader, shall coordinate the training and response preparation of the Facility Fire Brigade Program.
- The Warden shall oversee the Facility Fire Brigade and, in consultation with the OSC, appoint a Fire Crew Officer to supervise the institution's inmate members.

## **PROCEDURES**

### **1.0 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. Refer to Attachment A, Fire Crew Essential Functions and Work Conditions, for additional information.
- 1.1.1.2 Pass the NWCG Work Capacity Test prior to assignment and on a yearly basis thereafter. For additional information, refer to the Fitness and Work Capacity, available on the NWCG website.
  - 1.1.1.2.1 Facility Fire Brigade members shall be medically screened prior to the Work Capacity Test.
  - 1.1.1.2.2 In accordance with 29 CFR 1910.156(b)(2), prior to participating in Facility Fire Brigade emergency activities, Department employees with heart disease, epilepsy, and/or emphysema shall provide a physician's certificate indicating their fitness to participate.
- 1.1.2 The willingness and ability to 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, with the exception of the OSC.
  - 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. Employees are not on an On-Call or Standby status anytime during this assignment.
  - 1.2.3 A valid Arizona Driver's License.
    - 1.2.3.1 Wildland Fire Crew Department employees shall have a Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements. 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 assignment to the 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, with a preference for those available for two or more fire seasons.

## **2.0 FIRE CREW APPLICATION AND APPROVAL PROCESS**

### **2.1 Department Employees**

- 2.1.1 Department employees shall submit an Employee Fire Crew Application, Form 918-1, to the Deputy Warden. Incomplete Applications shall not be accepted.

- 2.1.2 The Deputy Warden shall complete his/her portion of the Application and forward it to the Wildland Fire Crew Sergeant or OSC (Applicant Review Board Lead).
- 2.1.3 The Applicant Review Board Lead shall:
  - 2.1.3.1 Ensure the employee is scheduled for and completes the interview process with the Applicant Review Board.
  - 2.1.3.2 If the Applicant Review Board recommends the applicant, coordinate the applicant's required Arduous Pack Testing with the Testing Administrator.
  - 2.1.3.3 If the Applicant Review Board does not recommend the applicant, return the application to the applicant unprocessed.
- 2.1.4 The Testing Administrator shall complete the Testing Administration portion of the form.
  - 2.1.4.1 Only the applications of those who successfully pass the required Arduous Pack Testing shall be forwarded to the Warden or designee for disposition.
- 2.1.5 The Warden or designee shall be the final approving authority.
  - 2.1.5.1 For Facility Fire Brigades, upon approval by the Warden, the Facility Fire Brigade Leader shall notify the Occupational Health Nurse when an applicant is cleared for the medical evaluation and fit testing for respirator usage in accordance with Department Order #404, Fire, Safety and Loss Prevention.

## 2.2 Inmates

- 2.2.1 Inmates shall submit an Inmate Fire Crew Application, Form 918-5, to their assigned Correctional Officer IV or designee. Incomplete Applications shall not be accepted.
- 2.2.2 The Correctional Officer IV or designee shall:
  - 2.2.2.1 Review Adult Information Management System (AIMS) to determine eligibility for the Wildland Fire Crew or Facility Fire Brigade program.
  - 2.2.2.2 Complete their portion of the Application.
  - 2.2.2.3 Forward the Application to the Work Incentive Plan (WIPP) Coordinator when the inmate is eligible.
  - 2.2.2.4 Provide a copy of the Application to the inmate and place a copy in the inmate's institutional file when the inmate is ineligible.
- 2.2.3 The WIPP Coordinator shall forward the Application to the Health Unit for scheduling of the inmate's physical examination screening.

- 2.2.4 Within ten workdays of receipt of the Application, the contracted health care provider shall:
  - 2.2.4.1 Medically clear the inmate for work in accordance with Department Order #903, Inmate Work Activities.
  - 2.2.4.2 Complete the Medical Assessment portion of the Application prior to forwarding it to the Applicant Review Board Lead.
  - 2.2.4.3 When an inmate is medically ineligible, provide a copy of the Application to the inmate and the WIPP Coordinator.
- 2.2.5 The Applicant Review Board Lead shall ensure the inmate is scheduled for and completes the interview process with the Applicant Review Board.
  - 2.2.5.1 Only applicants recommended by the Applicant Review Board shall be eligible for the Arduous Pack Testing.
- 2.2.6 The Testing Administrator shall complete the Testing Administration portion of the form.
  - 2.2.6.1 Only the applications of those who successfully pass the required Arduous Pack Testing shall be forwarded to the Warden or designee for disposition.
- 2.2.7 The Warden or designee shall approve or disapprove the Application and forward it to the Wildland Fire Crew Sergeant or Facility Fire Brigade Leader, who shall distribute copies to the inmate and the WIPP Coordinator.
- 2.2.8 For Facility Fire Brigades, upon approval by the Warden, the Facility Fire Brigade Leader shall notify the Health Unit when an applicant is cleared for respirator medical evaluation and fit testing as specified in this section.
- 2.2.9 Institutional staff shall ensure a Movement Hold is placed on all inmates assigned to a Fire Crew.

### **3.0 FIRE CREW TRAINING**

- 3.1 Fire Crew members shall attend all mandatory training and testing in accordance with Attachment B, Fire Crew Training, and continuing education courses training provided by the Department, DFFM and/or State Fire School as applicable.
  - 3.1.1 Training documentation shall be in accordance with section 4.0 of this Department Order.
- 3.2 Wildland Fire Crew members originally scoring below a 70 on the NWCG Firefighter 2 shall be permitted one retake. Those who do not pass the retake shall be required to reapply and retest when positions become available.
- 3.3 The Complex Training Officer shall ensure training materials are provided to DFFM employees involved in supervising or interacting with inmate workers.

- 3.4 The Facility Fire Brigade Leader shall ensure training complies with appropriate NFPA Standards and be approved through the Arizona Center for Fire Service Excellence (ACFSE).

#### **4.0 FIRE CREW RECORD KEEPING**

##### **4.1 Wildland Fire Crew**

- 4.1.1 The Wildland Fire Crew Sergeant shall ensure the Fire Crew file of each inmate participating in a Fire Crew program contains the inmate's:

- 4.1.1.1 Application.
- 4.1.1.2 Firefighter Training Record, Form 918-2.
- 4.1.1.3 Notable inmate behavior documentation (including positive evaluations), when applicable.
- 4.1.1.4 Wildland Fire Equipment Issue, Form 918-3.
- 4.1.1.5 Interagency Fire Job Qualification Card.

##### **4.2 Facility Fire Brigade**

- 4.2.1 The Facility Fire Brigade Leader shall ensure the Fire Brigade file of all Fire Brigade members contains the documents outlined in 4.1.1.1 through 4.1.1.3 above and the Fire Brigade Equipment Issue, Form 918-4.
- 4.2.2 The OSC shall provide the Fire, Safety and Loss Prevention Administrator each updated Facility Fire Brigade roster as modified.

#### **5.0 FIRE CREW EQUIPMENT**

##### **5.1 Wildland Fire Crew Equipment**

- 5.1.1 Wildland Fire Crew members shall be provided:
- 5.1.1.1 The necessary tools/equipment, sanitary facilities and any special clothing to accomplish work assignments by the DFFM. (See ISA, Appendix E.)
  - 5.1.1.2 The Wildland Fire Crew Sergeant shall request camp equipment be furnished by the DFFM.
- 5.1.2 Additional equipment by the Department, as requested and approved by the Warden or designee.
- 5.1.3 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 DFFM Crew Coordinator for review and approval prior to forwarding to the timekeeper.

#### 5.1.4 Cellular Phones and Radio/Communication Devices

5.1.4.1 Wildland Fire Crew Department employees shall be equipped with a cellular phone.

5.1.4.2 Wildland Fire Crews shall be equipped with a minimum of three radios/communication devices, as agreed upon by the Department and DFFM.

5.1.5 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.

5.1.6 Inmates shall be transported to and from work locations using DFFM vehicles. If DFFM vehicles are unavailable, Department vehicles may be used, with DFFM 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.

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

### 5.2 Facility Fire Brigade Equipment

5.2.1 Selected Facility Fire Brigade equipment provided to allow the Facility Fire Brigade members to perform their response duties safely shall be:

5.2.1.1 In accordance with the the NFPA 600 organizational statement.

5.2.1.2 Detailed in the Technical Manual.

5.2.1.3 Maintained in accordance with manufacturer's recommendations and applicable standards.

5.2.1.4 Inventoried and reviewed annually.

### 5.3 Facility Fire Apparatus Requirements

5.3.1 Performance standards shall be in accordance with NFPA 1002 and 1081 or other pertinent performance standards.

5.3.2 Only qualified Facility Fire Brigade members with a valid driver's license for the type of vehicle shall operate fire crew apparatus, unless in an emergency response mode.

5.3.3 All persons riding on Facility Fire Brigade apparatus shall be seated and secured with seat belts.

5.3.4 On existing fire apparatus, where an insufficient number of seats are available for the number of members assigned to or expected to ride on the apparatus, alternate means of transportation that provide seated and belted positions should be used.



- 5.3.5 Fire pumps shall be service tested in accordance with NFPA 1911.
- 5.3.6 The Facility Fire Brigade apparatus shall be:
  - 5.3.6.1 Maintained in accordance with the manufacturer’s recommendations, and NFPA 1915.
  - 5.3.6.2 Refurbished per NFPA 1912.
  - 5.3.6.3 Inspected to identify deficiencies in the apparatus operation or unsafe conditions as follows:
    - 5.3.6.3.1 At least on a weekly basis
    - 5.3.6.3.2 Prior to returning to service after any use or repair

## **6.0 FIRE CREW ACTIVATION, APPROVAL AND NOTIFICATION**

### **6.1 Wildland Fire Crew**

- 6.1.1 The local DFFM Office Crew Coordinator shall direct requests for wildland firefighting assistance to the Wildland Fire Crew Sergeant.
- 6.1.2 The typical Wildland Fire Crew responding to a fire call-out shall consist of a maximum of 20 inmates, unless otherwise directed.
- 6.1.3 The Wildland Fire Crew Sergeant shall:
  - 6.1.3.1 Provide the call-out approving authority as specified in this section the following:
    - 6.1.3.1.1 Name and telephone number of person requesting the Fire Crew
    - 6.1.3.1.2 Fire name (if known), number and location
    - 6.1.3.1.3 Size of Wildland Fire Crew(s) requested
    - 6.1.3.1.4 Type and amount of equipment requested
    - 6.1.3.1.5 Response route directions
    - 6.1.3.1.6 All other information as deemed necessary
  - 6.1.3.2 Advise the unit Shift Commander of the need to activate the inmates and notify the Wildland Fire Crew staff to respond.
- 6.1.4 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.

- 6.1.5 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.
- 6.1.6 The Complex Major shall ensure the following are submitted in accordance with Department Order #105, Information Reporting:
  - 6.1.6.1 Significant Incident Report, Form 105-3, for Initial Reporting, which shall include, but not limited to the following:
    - 6.1.6.1.1 Call out dates, times, location, and general description of the incident
    - 6.1.6.1.2 Number of Department employees and inmates
    - 6.1.6.1.3 Name of approving authority
    - 6.1.6.1.4 Name of fire, if known
  - 6.1.6.2 Follow-Up Reports for the following:
    - 6.1.6.2.1 Medical emergencies and injuries
    - 6.1.6.2.2 Location and assignment changes (i.e., being reassigned to a different fire)
  - 6.1.6.3 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.
- 6.2 Facility Fire Brigade
  - 6.2.1 Notification shall be conducted in accordance with 6.1.4 and 6.1.5 of this section.
  - 6.2.2 Complex Control shall:
    - 6.2.2.1 Direct notification and alarm for Facility Fire Brigade firefighting assistance in emergency response operations.
    - 6.2.2.2 Advise the unit Shift Commander of the need to activate the Facility Fire Brigade members and notify them to respond.
  - 6.2.3 The Facility Fire Brigade Leader or Deputy Leader shall seek and be provided the following:
    - 6.2.3.1 Specific location to respond to, with response route directions, if needed
    - 6.2.3.2 Command post physical location
    - 6.2.3.3 Incident Commander Name

- 6.2.3.4 Phone number (if known)
- 6.2.3.5 Command frequency for radio communication
- 6.2.3.6 Size of Facility Fire Brigade requested (Minimum of five)
- 6.2.3.7 Type of apparatus and equipment requested
- 6.2.3.8 Any known special hazards to include, but not be limited to:
  - 6.2.3.8.1 Discharge of special extinguishing agent
  - 6.2.3.8.2 Vehicle involvement
  - 6.2.3.8.3 Storage of paint, combustible liquids or oil, hazardous materials, chemicals, and/or flammable liquid/gas in the area
  - 6.2.3.8.4 Combustible dusts in area
  - 6.2.3.8.5 Energized electrical equipment involved
  - 6.2.3.8.6 Hazardous energy equipment (i.e., pneumatic, hydraulic)
- 6.2.3.9 All other information as deemed necessary
- 6.2.4 The Complex Major shall ensure the following are submitted in accordance with Department Order #105, Information Reporting:
  - 6.2.4.1 Significant Incident Report, which shall include, but not limited to the following Initial Report information:
    - 6.2.4.1.1 Alarm originator information including time, type (i.e., automatic, radio, phone, face-to-face), and name
    - 6.2.4.1.2 Call out date, times, location, and general description of the incident
    - 6.2.4.1.3 Number of Department employees and inmates responding
    - 6.2.4.1.4 Special hazards, if known
  - 6.2.4.2 Follow-Up Reports for the following:
    - 6.2.4.2.1 Medical emergencies, injuries or illnesses and/or exposures to physical or chemical hazards (i.e., smoke, gas, liquids)
    - 6.2.4.2.2 Location changes and assignment changes (i.e., resource changes, evolutions)
  - 6.2.4.3 Supplemental Reports as outlined in 6.1.6.3 of this section.

## 7.0 FIRE CREW OPERATIONS

### 7.1 Wildland Fire Crew

- 7.1.1 As authorized by the DFFM and the Division Director for Prison Operations, the Wildland Fire Crew shall remain active year around to participate in fire suppression activities and other activities.
- 7.1.2 Check in and Assignments – The Wildland Fire Crew Sergeant shall:
  - 7.1.2.1 Check in with the DFFM Crew Coordinator upon arrival at a fire destination, and then report to the Planning Section and/or Incident Commander as needed.
  - 7.1.2.2 Advise the Logistics Chief and/or Incident Commander as to special security needs and/or regulations pertaining to Inmate Wildland Fire Crews, if warranted.
- 7.1.3 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.
  - 7.1.3.1 A curfew boundary within the camp boundary shall be established for off-duty hours.
  - 7.1.3.2 Inmates shall receive Department employee permission prior to leaving these boundaries.
  - 7.1.3.3 Inmates violating established boundaries or curfew shall be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 7.1.4 Campsite Placement and Wildland Fire Crew Movement
  - 7.1.4.1 Campsite placement shall be separated from civilian Wildland Fire Crew campsites, whenever possible.
  - 7.1.4.2 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.
- 7.1.5 Appearance and Uniforms
  - 7.1.5.1 Wildland Fire Crew members shall present a neat, well-groomed and professional appearance at all times.
  - 7.1.5.2 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.

7.1.5.3 The fire line uniform shall be Nomex fire resistant clothing, fire boots, and safety equipment.

7.1.5.4 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 7.1.5.1 through 7.1.5.3 of this section. Safety equipment is not required away from the fire line.

#### 7.1.6 Wildland Fire Crew Meetings/Briefings

7.1.6.1 At the beginning of each shift, the Wildland Fire Crew Sergeant shall hold a briefing to address the following:

7.1.6.1.1 Daily objectives

7.1.6.1.2 Required tool needs and/or assignments

7.1.6.1.3 General discussion on safety and hazardous conditions that may exist

7.1.6.1.4 General evaluation of ability and physical condition of Wildland Fire Crew members

7.1.6.1.5 Inspection/rehab of equipment to ensure it is in safe working order - Overtime for this purpose shall not exceed two hours.

7.1.6.2 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.

#### 7.1.7 General Security Issues

7.1.7.1 Inmates on fire activities shall be subject to Department Order #803, Inmate Disciplinary Procedure.

7.1.7.2 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.).

7.1.7.3 The following shall be strictly prohibited while on fire or project activities:

7.1.7.3.1 Visitors (i.e., friends, relatives, etc.)

7.1.7.3.2 The inmate use of any type of communication device

7.1.7.3.3 Alcohol, drugs or other contraband

7.1.7.4 Prior to the initiation of any work project, the Wildland Fire Crew Sergeant and DFFM 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.

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

#### 7.1.8 Injuries Requiring Medical Attention

7.1.8.1 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.

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

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

7.1.8.4 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.

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

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

7.1.8.5.2 Nature of the medical emergency

7.1.8.5.3 Destination and method of arrival

7.1.8.5.4 Name of the Department employee escort

7.1.8.5.5 Type of assistance required

#### 7.1.9 Rules of Conduct

7.1.9.1 All Wildland Fire Crew members shall:

7.1.9.1.1 Follow instructions given by the Wildland Fire Crew Sergeant and DFFM Crew Coordinators.

7.1.9.1.2 Attend meetings/briefings.

7.1.9.1.3 Interact appropriately with the public.

- 7.1.9.1.4 Follow safety considerations at campsites.
- 7.1.9.2 Violation of rules or regulations shall constitute grounds for termination from the Wildland Fire Crew.
- 7.1.9.3 Any Wildland Fire Crew member not performing to the satisfaction of DFFM may be removed and/or replaced as soon as possible.
- 7.1.10 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:
  - 7.1.10.1 Camps (tent/living areas) and equipment
  - 7.1.10.2 Wildland Fire Crew member morale
  - 7.1.10.3 Count/supervision procedures
  - 7.1.10.4 Other off site work location(s), as mutually agreed
- 7.1.11 Staffing
  - 7.1.11.1 Department employees certified as Wildland Fire Fighters shall supervise inmates participating in the Inmate Wildland Fire Crew program.
  - 7.1.11.2 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.
  - 7.1.11.3 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.
  - 7.1.11.4 The Wildland Fire Crew Sergeant shall:
    - 7.1.11.4.1 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. When staffing allows, a fourth Wildland Fire Crew employee may be utilized on fires and overnight project to assist with security and staff rotation.
    - 7.1.11.4.2 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.
    - 7.1.11.4.3 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.

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

- 7.1.12.1 Wildland Fire Crew deployment date
- 7.1.12.2 Number of days deployed
- 7.1.12.3 Number of Wildland Fire Crew members deployed (broken down by Department employee and inmate)
- 7.1.12.4 Number of inmate hours worked
- 7.1.12.5 Name of fire or project name
- 7.1.12.6 Wildland Fire Crew number and deployment location (minimum of county name)
- 7.1.12.7 Brush Abatement project number and location (minimum of county name)
- 7.1.12.8 Reforestation location and the number of trees planted
- 7.1.12.9 Cords of wood stored at the complex

## 7.2 Facility Fire Brigade

- 7.2.1 Operational activities shall be conducted in accordance with NFPA 600 and NFPA 1250, as specifically related to facility hazards.
- 7.2.2 Upon notification, the Facility Fire Brigade members can respond to the apparatus and to the scene, and assemble upon arrival for organization and management under ICS and in compliance with NFPA 1561.
- 7.2.3 Members may only perform emergency rescue activities before Facility Fire Brigade team members have assembled if a buddy system is implemented. Individual entry alone is not allowed.
- 7.2.4 Radios maybe used for communication on emergency scenes; however, they cannot be the sole tool for accounting for one’s partner during emergency operations.

## 8.0 WILDLAND FIRE CREW WORK HOURS/TIME AND PAYMENT

### 8.1 Department Employees

- 8.1.1 Before the end of the pay period, the Wildland Fire Crew Sergeant shall:
  - 8.1.1.1 Ensure Department employees submit their original Positive Attendance Report (PAR) to the timekeeper.



- 8.1.1.2 Complete the Crew Time Report (CTR) (Form SF-261) and/or Emergency Firefighter Time Report (EFT) (Form OF-288) prior to forwarding to DFFM Crew Coordinator for review and approval. Upon the review and approval by the DFFM Crew Coordinator, the Wildland Fire Sergeant shall submit the original of the form(s) to the timekeeper and provide the copy to the DFFM Crew Coordinator.
- 8.1.2 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:
  - 8.1.2.1 Emergency Equipment Shift Ticket and/or Emergency Equipment – Use Invoice
  - 8.1.2.2 CTR and/or EFT
  - 8.1.2.3 Department employee PARs
- 8.1.3 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.
- 8.1.4 Upon receipt of the CTR and/or EFT from DFFM Finance, the Payroll Unit shall initiate an inter-agency transfer and notify DFFM that the transfer is ready to execute.
- 8.2 Inmates
  - 8.2.1 Inmate compensation shall be as specified in the ISA.
  - 8.2.2 Inmates may receive WIPP pay in cooperation with the DFFM and USFS while in training exercises conducted on controlled burns and other work as deemed appropriate by the Warden or designee.
  - 8.2.3 The Wildland Fire Crew Sergeant shall complete the CTR prior to forwarding to DFFM Crew Coordinator, who will review and approve the forms and forward them to DFFM Finance for review.
  - 8.2.4 No later than Monday before the post date, DFFM 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.
  - 8.2.5 The Complex Business Office staff shall prepare and send to DFFM an invoice along with supporting documentation. In accordance with the ISA, the CTR approved by the DFFM Crew Coordinator shall be sent with the invoice.
  - 8.2.6 The DFFM will process an Automated Clearing House transaction to the Department referencing the invoice information.
- 9.0 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.

- 9.1 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:
  - 9.1.1 Housed at a Minimum Custody level institution or unit that has a Minimum Custody level and an IR level of 2 or lower.
  - 9.1.2 Classified as medically full duty.
  - 9.1.3 Recommended by the Warden and approved by Central Office Classification.
- 9.2 The Division Director for Prison 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.
- 9.3 The Deputy Warden of Operations or designee shall:
  - 9.3.1 Develop and maintain a list of inmates eligible to provide disaster aid.
  - 9.3.2 Enter the following pertinent inmate information on the appropriate AIMS screen for approved inmates:
    - 9.3.2.1 Date of approval by Warden or designee.
    - 9.3.2.2 Date of approval for exception by the appropriate Division Director. Exceptions shall be requested by email.
  - 9.3.3 Upon request, retrieve a batch report when a list of approved inmates for disaster aid is required.
- 9.4 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 Prison Operations.
- 9.5 Inmates on temporary removal shall be:
  - 9.5.1 Deemed to be prisoners serving their sentences outside of an institution in a position of trust and confidence.
  - 9.5.2 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.
- 9.6 Inmates authorized to participate in disaster aid shall be supervised and escorted in accordance with Department Order #903, Inmate Work Activities.
- 9.7 An inmate shall be considered an escapee and may be found guilty of a Class 5 felony for the failure to:
  - 9.7.1 Return from disaster aid.
  - 9.7.2 Return by the stated time.
  - 9.7.3 Remain within the geographical limits of the assigned work area.

## **IMPLEMENTATION**

Within calendar 90 days of the effective date of this Department Order:

- The Division Director for Prison Operations or designee shall develop a Technical Manual detailing at a minimum the following:
  - Organizational Statement
  - Equipment
  - Training
  - Operations
- The Warden of each institution that has a Wildland Fire Crew or Facility Fire Brigade shall address the contents of this Department Order in authorized unit-specific Post Orders, as appropriate.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **ATTACHMENTS**

Attachment A – Fire Crew Essential Functions and Work Conditions

Attachment B – Fire Crew Training

## **FORMS LIST**

918-1, Employee Fire Crew Application

918-2, Firefighter Training Record

918-3, Wildland Fire Equipment Issue

918-4, Facility Fire Brigade Equipment Issue

918-5, Inmate Fire Crew Application

## **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

29 CFR 1910.156, Fire Brigades

CFR 1910, Occupational Safety and Health Administration, Safety and Health Standards, as adopted by the State of Arizona

CFR 1926, Occupational Safety and Health Administration, Construction Industry, as adopted by the State of Arizona

NFPA 600, Standard on Facility Fire Brigades

NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications (Chapters 4 through 8)

NFPA 1081, Standard for Facility Fire Brigade Professional Qualifications

NFPA 1250, Recommended Practice in Fire and Emergency Services Organization Risk Management

NFPA 1561, Standard on Emergency Services Incident Management and Command Safety

NFPA 1582, Standard on Occupational Medical Program for Fire Departments

NFPA 1911, Standard for Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles

NFPA 1912, Standard for Fire Apparatus Refurbishing

NFPA 1915, Standard for Fire Apparatus Preventative Maintenance

NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

NFPA 1972, Helmets for Structural Fire Fighting – Other Prior Editions

NFPA 1973, Gloves for Structural Fire Fighters – Other Prior Editions

NFPA 1974, Protective Footwear for Structural Fire Fighting – Other Prior Editions

## ATTACHMENT A

### FIRE CREW ESSENTIAL FUNCTIONS AND WORK CONDITIONS

Time/Work Volume	Physical Requirements	Environment	Physical Exposures
<b><i>May include:</i></b>			
<ul style="list-style-type: none"> <li>• Long hours (minimum of 12-hour shifts)</li> <li>• Irregular hours</li> <li>• Shift work</li> <li>• Multiple and consecutive assignments</li> <li>• Pace of work typically set by emergency situations</li> <li>• Ability to meet “arduous” level performance testing</li> </ul>	<ul style="list-style-type: none"> <li>• Lift and carry more than 50 pounds</li> <li>• Lifting or loading boxes and equipment</li> <li>• Work independently, and on small and large teams</li> <li>• Use PPE (includes hard hat, boots, eyewear, and other equipment)</li> <li>• Arduous exertion</li> <li>• Kneeling and stooping</li> <li>• Pulling hoses</li> <li>• Running, jumping, twisting and bending</li> <li>• Rapid pull-out to safety zones</li> <li>• Provide rescue and evacuation assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Rocky, loose, or muddy ground surfaces</li> <li>• Varied climates (cold/hot/wet/dry /humid/snow/rain)</li> <li>• Varied light conditions, including dim light or darkness</li> <li>• High altitudes</li> <li>• Heights</li> <li>• Holes and drop offs</li> <li>• Rough roads</li> <li>• Open bodies of water</li> <li>• Isolated/remote sites</li> </ul>	<ul style="list-style-type: none"> <li>• Light (bright sunshine, UV)</li> <li>• Burning materials</li> <li>• Extreme heat</li> <li>• Airborne particles</li> <li>• Fumes and gasses</li> <li>• Allergens</li> <li>• Loud noises</li> <li>• Snakes and insects/ticks</li> <li>• Poisonous plants</li> <li>• Trucks and other large equipment</li> <li>• Close quarters, large numbers of other workers</li> <li>• Dehydration</li> </ul>

**ATTACHMENT B**

**FIRE CREW TRAINING**

***PRIOR TO ACTIVATION***

Type of Training and/or Certification	All Wildland Fire Crew Members	Facility Fire Brigade Leader and Deputy Leader	All Facility Fire Brigade Members
American Heart Association or Red Cross CPR/AED/First Aid and Basic Life Support Certification/Recertification	X		X
Basic Facility Fire Brigade Academy (24 hours)			X
Correctional Analysis and Response to Emergencies (CARE) – Online Class	Employees		Employees
NFPA Incident Safety Officer Training		X	
NFPA 10: Portable Fire Extinguishers			X
NIMS IS-100/200/700/800 Training	Employees	X	
NWCG Firefighter 2 (32 hours)	X		
Specialty training for duties (i.e., sawyers)	X		

***AFTER ACTIVATION***

Type of Training and/or Certification	Facility Fire Brigade Leader and Deputy Leader	All Facility Fire Brigade Members
Advanced Facility Fire Brigade Academy (162 hours), over 12 months		X
Facility Fire Brigade firefighter in accordance with NFPA 1081		X
Fire Apparatus Operational Training	X	Case by case basis
Fire Suppression Training		X
NFPA 600 Training/Certification	X	
NFPA Health and Safety Officer Training	X	
Respirator training for all respirators which may be used.		X
Specialty training for facility duties (i.e., propane response).		X
State Fire Code Inspector I Training IFC (2003 edition)	X	