

## **Fire Camp Daily Operations #0035**

### **PURPOSE OF ORDER:**

To establish guidelines regulating Fire Camp daily operations, and In-n-Out procedures. This order is to be followed Monday through Friday of each week.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

Fire Camp inmates are housed at PDC-East Facility. Monday-Friday the inmates are escorted from PDC-East facility by Fire Camp staff. The Fire Camp staff walks the inmates to the Ranch IDR for Breakfast. After Breakfast, the inmates are walked by the Fire Camp staff to the Fire Camp Training Facility (Fire Camp). At the Fire Camp training facility, the inmates will start their training day, and the staff will supervise them in work details, physical conditioning, and Fire Department training.

### **EM Shift**

[REDACTED TEXT]

- A. Desk personnel will prepare two (2) copies of a purge list (dorm housing list) for each dorm, where Fire Camp inmates are being housed. These copies will be provided to the dorm staff.

[REDACTED TEXT]

- A. [REDACTED TEXT]
- B. The Dorm Officer will be responsible to advise Main Control as to how many inmates will be leaving the facility (Out of Counts) and to log this activity into the UDAL.
- C. As each inmate exits the facility, the In-n-Out Deputy shall video record the inmate and require them to speak clearly, their last name and booking number.
- D. Breakfast- all Fire Camp Staff shall report to the Old IPA at 0700 to assist in escorting the Fire Camp inmates from PDC-East to the Ranch Inmate Dining Room (IDR) for a combination hot cereal (oatmeal or creamed wheat) and cold sack breakfast with coffee.
- E. Sick Call- all inmates requesting sick call shall be escorted to the PDC-South Facility clinic by Fire Camp staff.

### **AM Shift**

[REDACTED TEXT]

### **PM Shift**

[REDACTED TEXT]

- A. During routine operations, Fire Camp inmates will be returned to East Facility following the completion of Fire Camp PM inmate meal.
- B. Clothing exchange for Fire Camp inmates will be conducted daily, Monday through Friday of each week by the Fire Camp staff after the PM meal, and prior to returning to East Facility. IPA Deputies will refer to the Title 15 Schedule and collect on a weekly basis, all sheets and towels, and on a monthly basis, all blankets. These articles will be supplied to the inmate on the same day that they were collected when they return on the PM shift.
- C. Compound staff receiving Fire Camp inmates shall have them line up as a group in front of their assigned barrack in the count box. Compound staff will be responsible to maintain their counts and to log all appropriate activity into the UDAL's.
- D. Following the completion of IPA processing, Fire Camp personnel will return all the inmates to their housing location.

[REDACTED TEXT]

#### **Visiting Procedures**

- A. On all weekends and visiting holidays, Fire Camp inmates will receive visiting as outlined in Unit Order 5-15-010 (Inmate Visiting). In the event a Fire Camp inmate has a visitor on a visiting holiday and is out for work, the inmate will be escorted back to East Facility to receive that visit. All attorney visits will be done at East Facility, per East Unit Order 5-15-040. Fire Camp Staff will escort the inmates to East, and escort them back at the completion of the attorney visit.

#### **Inmate Meals**

See Fire Camp Unit Order

#### **Weekend Meals**

- A. On all weekends, Fire Camp inmates will remain at East Facility. Fire crew inmates will receive a sack breakfast, sack lunch, and a hot meal in accordance with general Title XV requirements (Inmate Meals).

#### **Fire Camp Inmates Scheduled for Court**

- A. EM desk personnel shall identify those inmates from Fire Camp who are summoned to court and shall advise the Inmate Processing Area Deputy(s) that they are to be changed out of their issued orange jumpsuits and dressed in a full blue jumpsuit, prior to being transferred to court.
- B. Upon the Fire Camp inmate(s) returning from court, desk personnel shall advise the IPA Deputy(s) that Fire Camp inmates are to be re-issued a full orange jumpsuit, prior to returning to their assigned compound.