


# Memorandum

To: All CAL FIRE / CDCR Conservation Camps

Date: April 11, 2016

From: Dave Teter, Deputy Director   
Fire Protection  
California Department of Forestry and Fire Protection (CAL FIRE)

Amy Miller, Associate Director   
Division of Adult Institutions, Reception Centers  
California Department of Corrections and Rehabilitation (CDCR)

Subject: Fire Crew Staffing 2016 – Conservation Camp Program

The Conservation Camp Program continues to experience a reduction of eligible offenders that volunteer for camp placement. In order to meet these continued challenges, the California Department of Corrections and Rehabilitation (CDCR) in cooperation with the California Department of Forestry and Fire Protection (CAL FIRE) have issued the following directive to maintain fire crew strength in the Conservation Camp Program. This memo supersedes the previous memorandum on staffing, jointly issued by Assistant Deputy Director Banducci and Associate Director Miller, dated May 14, 2015.

Effective immediately:

1. All authorized CAL FIRE Crews will be staffed with a minimum of 12 offenders per fire crew.
2. If fire crew staffing falls below 12 offenders/crew the Camp will contact their Regional Camp Program Manager and CDCR Camp Office. If appropriate, the fire crew will be temporarily down staffed and the offenders will be reassigned and utilized to increase the staffing levels on the remaining fire crews assigned to that Conservation Camp. Under no circumstances will the members of the down staffed crew be utilized individually for in-camp assignments unless all crews are fully staffed with 17 offenders.
3. All Conservation Camps will assign no more than five grade eligible offenders to in-camp positions. It is both Department's priority to assign all grade eligible offenders to fire crews and utilize non-grade eligible offenders for any in-camp positions until all crews reach no fewer than 14 offenders per crew (17 is preferred). Any exceptions will be fully justified in writing and approved by both the Camp Commander and Division Chief and submitted to the Regional Camp Program manager and the CDCR Camp Office.

4. The CAL FIRE Regional Camp Program manager and CDCR Camp Office will determine staffing priorities based on current operational needs and inmate population. Inter-camp transfers (ICT) may be permissible to maintain a strong initial attack posture. Any ICT(s) for this purpose will require consultation and approvals at the Regional level (CAL FIRE Region Chief or designee and CDCR AW for Camps or designee) and notification to CAL FIRE and CDCR Headquarters program contacts.

This directive is intended to maximize fire crew strength with the current number of eligible offenders available to staff fire crews in the Conservation Camp Program. This directive is **NOT** aimed at eliminating any CAL FIRE and CDCR personnel positions and/or permanently reducing any of the 196 fire crews.

The Camp Commanders and Division Chiefs will continue to monitor in-camp offender populations and report any anticipated needs to their respective Camp Offices. The CDCR Camp Office shall coordinate with CDCR Headquarters to ensure consistency of offender population throughout the CAL FIRE / CDCR Conservation Camps Program.

CAL FIRE and CDCR will continue to recruit all available camp eligible inmates to increase the Conservation Camp population. Every effort is being made to ensure enough inmates are available for the program to maintain fully staffed fire crews as well as critical in-camp assignments.

If you have any questions regarding this directive contact:

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