



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 5.1.6 WILD LAND FIRE CREW	
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Signature:	/s/ Jim Salmonsens / Warden	
Signature:	/s/ Gayle Butler/ MCE Administrator	

I. PURPOSE:

To outline the requirements for an inmate wild land fire crew program and facility work crew.

II. DEFINITIONS:

Active Fire Duty – The time that the fire crew is out fighting wild land fires at the request of the Department of Natural Resources and Conservation (DNRC) or Forest Service.

Agency - Any federal, state, or local, government agency, or public or private nonprofit public service organization, with which the DOC has a human resource agreement or provides services.

DNRC – Acronym for Department of Natural Resources and Conservation

Fire Crew – For the purpose of this policy, refers to the Wild Land Fire Crew

Fire Crew Supervisor - The staff member(s) assigned to coordinate, supervise, and monitor the fire crew projects.

Fire Crew Officers– Correctional staff that are trained by DNRC for wild land firefighting.

Fire Crew Inmate Workers – Inmates assigned to work on the fire crew.

Informational Briefcase - a briefcase that contains the following:

- Copies of applicable policies and other memoranda.
- Logbooks.
- Necessary forms (count sheets; time sheets; incident reports; medical accident; employee work comp; use of force; grievance, etc.).
- Writing supplies.
- Copies of inmate picture cards and Basic Information Sheet.
- Necessary restraints.
- Emergency numbers of local law enforcement office, MSP, and DOC.
- Flashlight(s) and batteries.
- Necessary signage: i.e., camp perimeter ribbon or identifying items.
- General first aid kit.
- Evidence bags.

Non-Active Fire Duty – The time that the fire crew is working in the surrounding communities on approved projects or on MSP and MCE work assignments, per approval of MCE Administrator and/or

MSP Warden or designees.

III. PROCEDURES

A. Inmate Selection and Application Process

1. Inmates selected for the Fire Crew may perform work related to:
 - a. Suppression of wild land fires.
 - b. Community work projects.
 - c. MSP facility or MCE ranch land work projects.
 - d. Work projects for other state or local agencies.
2. Inmates assigned to the fire crew must meet the criteria established in *DOC Policy 5.1.3, Adult Offender Community Work Programs/Projects*.
3. Inmates requesting assignment to the fire crew must apply to the Fire Crew Supervisor.
4. Inmates must have the appropriate medical clearance and pass the required physical fitness tests that are specific to the fire crew.
5. The Fire Crew Supervisor will maintain a current list of eligible inmates for fire crew selection using an on-going application and screening process.
6. The fire crew will consist of 15 inmates of which 5 will be full-time inmate workers (A List) and 10 will be inmate workers assigned to active fire duty as needed and to other facility work assignments when not on active fire duty (B List).
7. Each inmate assigned to the fire crew must read and sign a copy of the *Wild Land Suppression Fire Crew Inmate Worker Rules form (attachment A)*. A copy of each signed rule agreement will be forwarded to the housing unit Case Manager and Records office for placement in the inmate case management files.

B. Fire Crew Supervisors, Fire Crew Officers and Staff

1. Fire Crew Supervisors are full-time positions.
 - a. The incumbent will:
 - 1) Provide supervision for both non-active and active fire crew duty inmate workers.
 - 2) Be responsible for recruitment, selection, supervision, and oversight of the Fire Crew program.
 - 3) Coordinate all training with DNRC and Command Post staff.
 - 4) Make all necessary notifications to Command Post, housing unit, county sheriffs and MCE administration when called to active fire duty.
 - 5) Assist at the Work and Reentry Center providing safety, security and other functions as directed by the WRC Program Director.
2. Fire Crew Officer and Staff Selection Bid Process
 - a. Qualifications:
 - 1) Must have a minimum of one year of continuous employment at Montana State Prison (MSP) as a correctional officer or Montana Correctional Enterprise (MCE)/Montana State Prison (MSP) staff member.

- 2) Must have written authorization from their Shift Commander or Program Supervisor, who will consider attendance and job performance.
 - b. Correctional officers and correctional staff interested in volunteering for the position of Fire Crew Officer must obtain a volunteer sign-up form from the MSP Human Resource Office, fill it out and submit it to either the Fire Crew Supervisors or MSP Human Resource Office before the deadline on the posting.
 - c. Depending on the number of officers and staff who volunteer for fire crew officer duty, final selection may be based upon an interview process
 - d. The selected volunteers must pass the Physical Assessment Pack Test, which requires completion of a three-mile walk carrying a 45-pound pack within 45 minutes).
 3. Shifts
 - a. When called to active fire duty, the lead Fire Crew Supervisor will contact the second fire crew supervisor and two fire crew officers/staff at the top of the list of available staff and notify the shift commander of the impending call out.
 - b. At all times there will be three MSP/MCE staff assigned to go on active fire duty, and at least one officer will be on post for each shift at the camp.
 - c. During the evening non-working hours, the fire crew inmates will be supervised by the correctional officer assigned to that post.
 - d. Shifts are usually 12 hours each (but may be longer due to the severity of the fire) and can be up to 14 days in a row without a day off. While at the fire camp any members of the Fire Crew may be required to work third shift. The DOC Director, MCE Administrator and MSP Warden may extend active fire duty longer than 14 consecutive days due to an emergency.
 - e. Regular time is paid by payroll from the officer or staff's regular budget.
 - f. Overtime will be paid from the fire crew budget.
 - g. The list for available fire crew officers and staff will be rotated. If an officer or staff member refuses to respond, or requests early relief from active fire, their name will be moved to the bottom of the list. Three refusals in a twelve-month period will be cause to review fire crew placement. The two Fire Crew Supervisors will be assigned to each wild land fire unless one or both of them are unavailable for duty.
 4. Fire Crew Supervisors' Uniform:
 - a. Active fire duty – standard DNRC-approved clothing, which clearly identifies him/her as the Fire Crew Supervisor.
 - b. Non active fire crew duty – MCE polo shirt and pants, as defined by *MSP 1.3.41, Employee Dress and Hygiene*.
 5. Fire Crew Officer Uniform:
 - a. Active fire duty - standard DNRC-approved clothing, which clearly identifies him/her as an MSP Security Officer.
 6. Training:
 - a. The Fire Crew Supervisors must coordinate all fire crew officer and staff training (initial and refresher) with Command Post staff and the Program supervisor in advance of the training to allow for appropriate shift coverage.

- b. Each new fire crew officer and staff recruit must complete the Wildland Fire Basic Class and the S-131 Squad Boss Training program courses provided by the DNRC prior to being assigned to the fire crew.
 - c. All facility and program procedures are applicable during active and non-active fire duty off premise work.
 - d. Additional training requirements may be required by the DNRC.
7. The Fire Crew Supervisors will make assignments to fire crew officers and staff while they are on active fire duty.

C. Fire Crew Inmate Worker Uniforms, Training, and Pay

1. Uniforms
 - a. Active fire duty - clothing will be DNRC approved (e.g., Nomex pants and shirt, boots, hard hat, gloves, goggles, etc.) and their hard hats will bear markings clearly identifying them as inmates. If not in DNRC approved clothing, inmates must wear standard WRC inmate clothing..
 - b. Non-Active fire crew duties – Standard WRC inmate clothing.
2. Training
 - a. Each inmate worker must complete the Wildland Fire Basic Class provided by the DNRC.
 - b. Inmate workers must not be allowed to use any equipment unless they have received the appropriate training for it.
 - c. All training will be documented as to type and duration.
 - d. The Fire Crew Supervisors will conduct safety briefings with inmate crew members on a regular basis or as determined by the DNRC.
3. Fire Crew Inmate Pay & Evaluations
 - a. Inmates assigned to the fire crew and working on non-active fire crew duty will receive inmate pay per *MCE 5.1.2 MCE Inmate Pay, section A*.
 - b. Inmates working on active fire duty will be paid, in accordance with policy regardless of the number of hours on the fire line. Inmates will have deductions from their pay in accordance with *MCE 5.1.2 MCE Inmate Pay, section A*.
 - c. Inmate management, job performance evaluation and correctives processes for inmates assigned to the fire crew will be handled in accordance with *MCE 5.1.2 MCE Inmate Pay, section D*.

D. Security Procedures

1. The Fire Crew Supervisors, officers and staff:
 - a. Are responsible for the safety and security of the public. They will supervise the fire crew inmates, and perform continuous, random checks of inmate crew members throughout the day and night.
 - b. Are responsible for supervising the fire crew in a manner that will minimize opportunity for security breaches or negative behavior.
 - c. Must always use sound judgment before taking any disciplinary action. As a general rule, they should take no action if they do not have the means to carry it out.
 - d. Will take appropriate action, including removing the crew member or the entire

crew from the situation, and contacting the shift commander and local law enforcement officials for assistance if a situation arises that threatens the security of the public, themselves, or the inmates.

- e. If the fire crew is removed, the Fire Crew Supervisors must promptly contact DNRC to notify them of the removal.
2. The Fire Crew Supervisors must brief inmate crew members on the following:
 - a. the physical perimeter or boundaries within which inmates must stay.
 - b. the formal count times and where they are expected to be during these counts.
 - c. that unauthorized contact with civilians is not allowed.
 - d. that the purchase or acquisition of any goods or property while away from the facility is not allowed.
 - e. any disciplinary problems will be grounds for termination from the fire crew assignment.
 - f. that there is zero tolerance for any problems or unauthorized activity during non-active and active fire duty or performance of other assigned work duties.

E. Escapes

In the event of a suspected escape, the Fire Crew Supervisors, officers, and staff must:

1. Conduct an official count of all inmates to officially determine who escaped.
2. Continue supervising the rest of the crew, keeping them in one location, or in camp, where they can be closely observed. At least one fire crew officer must stay with the crew.
3. Activate escape procedures by notifying the Shift Commander, local law enforcement (sheriff's office or police department), and the DNRC.
4. Give the above authorities the following information on the escapee(s) (i.e. Basic Information Sheet):
 - a. Inmate name and identification number.
 - b. Physical description (age, height, weight, race, hair color & length, etc).
 - c. what inmate was last seen wearing.
 - d. When and where inmate was last seen and what direction he may be heading.
5. Assist law enforcement personnel in any way they request.
6. Secure and inventory the inmate's possessions as evidence, checking for any information as to where he may be going.
7. Transport the remainder of the fire crew back to the facility.
8. Interview the remaining inmates separately as soon as possible to gather whatever information they can provide.
9. Write and submit a complete detailed incident report to the Shift Commander as soon as possible.

F. Medical Issues

1. Fire crew inmate workers:

- a. When not on active fire duty, a fire crew inmate worker may be excused from work to attend scheduled medical call-outs.
- b. When on active fire duty, the following procedures apply:
 - 1) Camp/field injuries or illnesses of inmates – the Fire Crew Supervisors, officers or staff will notify all fire crew inmates to report any illness, injury, or medical problem immediately.
 - 2) An officer or staff member shall escort the ill or injured inmate to the DNRC medical unit if available. The Lead Fire Crew Supervisor must contact the Shift Commander, relaying all pertinent information.
 - a) If the injury or illness is not assessed as serious by DNRC medical staff, the inmate will stay with the Fire Crew and continue working.
 - If the injury or illness is not assessed as serious but? the inmate will not be able to continue work, a fire crew officer will transport, or arrange for other facility staff to transport, the inmate to the facility as soon as possible to recuperate.
 - If infirmary staff determine an inmate has a medical condition that renders him unsuitable for fire crew assignment, the Fire Crew Supervisor will have the inmate held in from work and submit a job assignment/removal form to the unit Case Manager.
 - 3) If the illness or injury is assessed as serious, the inmate may be transported by DNRC personnel and a fire crew officer to the nearest adequate medical facility.
 - a) Whenever an inmate is taken to a medical facility the escorting fire crew officer will notify the Shift Commander as soon as possible, but no later than their arrival at the medical facility.
 - b) The Shift Commander will advise the fire crew officer of further arrangements for the inmate.
 - 4) If any Fire Crew Supervisors, officers, or staff are injured or become ill during active fire duty, and are unable to fulfill their duty, the Shift Commander must be notified immediately to request an additional officer or staff member to provide assistance as deemed necessary. At no time may the inmate fire crew be left unsupervised.

G. Documentation/Record Keeping

1. The Fire Crew Supervisors must maintain detailed documentation on all deployments of the fire crew.
2. Time sheets (inmates and staff):
 - a. The Fire Crew Supervisors, officers and staff must maintain time sheets for themselves.
 - b. The Fire Crew Supervisors must:
 - 1) Maintain inmate time sheets and forward them to MCE accounting upon return to the facility.

- 2) Approve officer and staff time sheets and forward them to the Command Post or program supervisor for final approval and submission to DOC payroll technician for processing.
 - 3) Complete and submit differential pay sheets to MCE Administrator or designee for approval.
 - 4) Provide the DNRC time sheet logs to MCE accounting to verify staff and inmate submitted time and DNRC logs.
3. Daily Logs
 - a. The Fire Crew Supervisors, officers and staff must maintain a logbook, making daily entries, and at a minimum will log all unusual occurrences, emergency situations, counts, and security checks.
4. The Fire Crew Supervisor will submit a monthly report to the MCE Accounting office detailing the month's activities including active, non-active fire duty and community work. The accounting office will ensure that the database is updated to include all information provided for each month.

H. Counts

1. The Fire Crew Supervisors, officers and staff will conduct counts of fire crew inmates as outlined in *MSP 3.1.21, Inmate Counts*.
 - a. The Fire Crew Supervisors, officers and staff must report official counts to the MSP Command Post by the most effective means possible.
 - b. Normally the counts will be called in using a cell phone. In instances where there is inadequate cell coverage, the officers must coordinate the count call-in with DNRC staff and / or a local law enforcement dispatch center.
2. The Fire Crew Supervisors, officers and staff should also complete a head count of the fire crew inmates as often as possible when the crew is deployed, including while traveling to and from the fire camp.

I. Communications

1. The Fire Crew Supervisors must contact the Shift Commander at least twice each 24-hour period, by whatever means of communication is available, to notify them of their location, progress, equipment needs, etc.
2. The Fire Crew Supervisor will be issued an MCE cell phone. Personal cell phone use will not be allowed during on duty times by the Fire Crew Supervisor, officers, or staff. All precautions must be taken to ensure that inmates have no access to cell phones at any time.
3. If cell phone contact with the Shift Commander is not possible, the Fire Crew Supervisors, officers and staff must use a pre-established call-in report schedule and must make arrangements to access a telephone at those times or make arrangements for DNRC to relay communication to the Shift Commander.

J. Vehicles and Equipment

1. At no time, while at a fire site or off MSP/MCE property, will an inmate be allowed to

operate a vehicle or control access to vehicle keys.

2. DNRC vehicles assigned to the fire crew and kept at the facility will be subject to key control procedures as outlined in *MSP RD 3.1.13 Key Control*.

K. Equipment, Tools, & Materials

1. The Fire Crew Supervisors will maintain a current inventory of all equipment, tools, and materials assigned to the fire crew program.
2. Specific equipment, tools, and materials will be assigned to the Fire Crew Supervisors on either a permanent or temporary basis, as needed. Tools not assigned to the fire crew must be obtained from the MCE Agriculture Director or MSP Maintenance Manager. All tools must be accounted for per *MSP 3.1.14 Tool Control*.
3. In addition to work-related tools, materials, and equipment, the Fire Crew Supervisor will ensure that the following items are taken when called to active fire duty:
 - a. Logbook(s).
 - b. Portable radio and state issued cell phone.
 - c. First aid kit.
 - d. Fire extinguisher.
 - e. Other designated and listed items.

L. Deployment and Fire Camp Procedures

1. Pre-Dispatch:
 - a. The Fire Crew Supervisor will:
 - 1) Ensure all necessary equipment is available and operational before the fire crew leaves the facility.
 - 2) Review the Fire Crew Inmate Worker Rules, gear pack items and attack packs applicable to fire camp, with the fire crew inmate workers.
 - 3) Designate a gear pack for camp use that is kept packed with the state issued items listed on *attachment B* for each fire crew inmate worker.
 - a) Secure the gear packs in a designated location in the transporting vehicles.
 - b) At no time will a fire crew inmate worker have a gear pack in their housing unit.
 - 4) Ensure an initial attack pack is available for each officer, staff and fire crew inmate worker, numbered and pre-packed according to *attachment C*.
 - a) Secure the initial attack pack in a designated location in the transporting vehicles.
 - b) at no time will a fire crew inmate worker have an initial attack pack in their housing unit.
 - 5) Ensure proper tool control measures are implemented and the fire crew inmate workers have access to the tools they need. The DNRC is responsible for issuance and repair of all tools and equipment.
 - b. The Fire Crew Supervisor, officers and staff will:

- 1) Oversee the placement of the fire crew inmate workers personal property items listed on *attachment B* in the gear packs, ensuring the fire crew inmate workers only bring the items and quantities allowed.
 - a) Secure the gear pack with the personal items in a designated location in the transporting vehicles.
 - 2) Check each vehicle for readiness.
2. Notification and Documentation:
- a. The DNRC fire dispatcher will notify the Fire Crew Supervisors when the fire crew may be needed, and the time the fire crew is expected to dispatch.
 - b. The Fire Crew Supervisors, officers, staff, fire crew inmate workers and equipment must be ready for deployment within two hours of notification by the DNRC.
 - c. The Fire Crew Supervisors must:
 - 1) Notify Command Post, MCE Administrator and MCE Agriculture Director of the call, location of the fire and name(s) of additional officers/staff that will be deployed on the fire.
 - 2) Notify the housing units, request them to begin preparing the fire crew inmate workers for the pending arrival of the Fire Crew Supervisors and Officers/Staff. At no time will the location of the fire be given to staff in the housing units.
 - d. The Fire Crew Supervisors will contact the fire crew officers and staff that are on the fire duty rotation sheet until additional needed people are contacted and available to go on the fire call, one must be an officer.
 - e. The Fire Crew Supervisor will:
 - 1) Generate written documentation for each active-duty fire call utilizing the *DOC Admission/Discharge Report (ADR)* Attachment D and forward to the Shift Commander for approval. Documentation will include:
 - a) Name and rank of all fire crew officers and staff accompanying the crew.
 - b) Name, ID number and housing unit of each inmate deployed.
 - c) Destination – location of the fire camp, a contact person, and contact phone numbers.
 - d) Estimated day and time of:
 - Departure from the facility
 - Arrival at camp
 - Departure from camp
 - Arrival at facility
 - e) Full description and license plate number of each vehicle used.
 - 2) Generate written document by completing the Crew Clearance Form, attachment for each active-duty fire call using.
3. Activation:
- a. The Fire Crew Supervisor must:

- 1) Load communication equipment, information briefcase, necessary equipment, gear packs and initial attack packs.
- 2) Ensure sack lunches are prepared and loaded (if applicable).
- 3) Notify law enforcement agencies of the departure time, destination, and route.
- 4) Enforce in-transit rules.
- 5) Plan reasonable rest stops.
- 6) Ensure officers and staff are on transport vehicle.
- 7) Ensure fire crew inmate workers are on transport vehicle.

4. Arrival:

a. The Fire Crew Supervisor must:

- 1) Check in with fire camp operations center staff.
- 2) Assess the situation with the fire camp operations center and establish a standard of operation that meets both the security requirements of MSP and the DNRC.
- 3) Locate an inmate worker fire crew camp that is secure, separated, and off limits to other firefighting crews.
 - a) If a secure, separate, and off-limits inmate worker fire crew camp location is not possible due to the specific camp environment, the Fire Crew Supervisor must take appropriate action and notify Shift Commander of the situation. The Shift Commander may confer with the Duty Officer, MCE Administrator, Fire Crew Supervisor and the DNRC to resolve the problem, or a decision may be made to make the fire crew return to the facility.
- 4) Establish the inmate worker fire crew camp perimeter.
 - a) When the fire crew inmate workers are not on duty assignments, they will not be allowed under any circumstances to go beyond the established perimeter.
- 5) Determine the inmate worker fire crew camp layout and sleeping arrangements.

5. Camp protocol:

a. The Fire Crew Supervisors, officers and staff will:

- 1) Complete counts.
- 2) Ensure the fire crew inmate workers move as a group.
- 3) All movement is pre-approved and monitored.
- 4) Ensure inmates not actively fighting fires or completing fire related business will only be allowed to interact with the Fire Crew Supervisor, officers, staff, other MSP inmate workers, and the DNRC crew boss.
- 5) Ensure inmates who are actively fighting fires or completing fire related business will have limited interactions with others for work-related purposes or attaining basic services such as food, restroom, and shower activities.

- 6) Randomly search the gear packs for contraband with the assigned inmate being present.
 - b. The Fire Crew Supervisors or designee will:
 - 1) Attend any briefings related to the fire.
 - 2) Conduct briefings with the other fire crew officers, staff, and fire crew inmate workers to exchange information, evaluate crew members and promote teamwork.
 - 3) Obtain necessary supplies from the DNRC.
 - c. The Fire Crew Supervisors or designee will:
 - 1) Randomly conduct a fire crew location site review.
 - 2) Complete a report outlining the observations, noting both positive issues and potential problem areas.
 - 3) All problems must be resolved immediately on site or the fire crew may be returned to the facility.
6. Demobilization:
 - a. The Fire Crew Supervisors or designee must:
 - 1) Ensure all check out procedures, including payroll, supply inventories, counts, etc. are completed prior to leaving the fire location.
 - 2) Notify the Shift Commander of the return travel itinerary.
 - 3) Thoroughly search the fire crew inmate workers for contraband.
 - 4) Load the fire crew inmate workers on transport vehicle.
 - 5) Thoroughly search the gear packs to make certain they contain only the items listed on *attachment B*.
 - 6) Thoroughly search the initial attack packs to make certain they contain only the items listed on *attachment C*.
 - 7) Load the communication equipment and necessary equipment.
 - 8) Ensure the informational briefcase is complete and loaded.
 - 9) Ensure sack lunches are prepared and loaded (if applicable).
 - 10) Notify law enforcement agencies of the departure time, destination, and route.
 - 11) Enforce in-transit rules.
 - 12) Plan reasonable rest stops.
 - 13) Ensure officers and staff are on transport vehicle.
7. Arrival at the facility:
 - a. The Fire Crew Supervisors and regular shift officers will:
 - 1) Strip search each fire crew inmate worker and search his personal items before he enters the double fenced perimeter or WRC housing unit.
 - 2) Administer a UA to every inmate prior to them going to their room.
 - a) Any inmate who refuses to take a UA test or attempts to interfere with a test will be given a write-up, placed in PHC, and removed from the fire crew.
 - 3) Search all gear packs.

- a) Inmates will be allowed to take only the personal property items listed on attachment B back to their rooms.
 - b) The Nomex and state issue clothing and linens will be processed as noted on *attachment B*.
 - c) If an inmate has any item in his gear pack that isn't listed on *attachment B*, it will be processed as contraband and appropriate disciplinary action will apply. The inmate will be removed from the fire crew.
- b. The Fire Crew Supervisors, officers and staff will:
- 1) Immediately search all vehicles, equipment boxes, and equipment for contraband.
 - a) If circumstances do not permit an immediate search, the vehicles, equipment boxes and equipment will be put in a locked and controlled area, away from any inmate access, until a time when a thorough search of the vehicles and equipment can be conducted.
 - 2) Store the vehicles, equipment boxes and equipment in designated areas after the search.
- c. The Fire Crew Supervisors will:
- 1) Search all inmate initial attack packs in detail.
 - 2) Secure the initial attack pack in a designated location.

M. MSP/MCE Facility and Community Work Projects

1. The Fire Crew Supervisors will:
 - a. supervise the fire crew inmate workers at all times during non-active fire duty.
 - b. Work with Shift Commander to ensure the appropriate paperwork and security authorizations are approved, prior to starting any work projects inside the fenced compound or near the perimeter fence.
2. The MCE Administrator and Agriculture Director will develop a prioritized list of projects for the fire crew inmate workers to work on while not on active fire duty.
3. All community work projects will require the completion of the *DOC Admission/Discharge Report (ADR) Attachment D*. After proper approvals, the work will be scheduled. The number of community work projects allowed per year may be limited, depending on the number and type of DOC work projects that are scheduled or planned, which take precedence.
4. All applicable DOC, MSP, and MCE policies and operational procedures will apply to the fire crew inmate workers while working at the facility or in the community.

NOTE: All situations, which occur, cannot be covered in this operational procedure. Officers must use good common sense and their best judgment at all times. State and Federal law, DOC, MSP, and MCE policy and procedure should be the basis for any decision.

IV. CLOSING:

Any questions should be referred to the MCE Administrator or MSP Warden.

V. ATTACHMENTS

Wild Land Fire Suppression Crew Inmate Worker Rules form

Attachment A

Wild Land Fire Suppression Crew Inmate Gear Packs

Attachment B

Wild Land Fire Suppression Initial Attack Pack

Attachment C

DOC Admission/Discharge Report Form

Attachment D

Community Work Project form

Attachment E

MSP WILD LAND FIRE SUPPRESSION CREW INMATE WORKER RULES

Inmate Community Work Rules & Regulations:

1. Inmates are prohibited from operating a motor vehicle away from the facility (exception: Heavy equipment items or State Vehicles may be operated with approval by the facility). No inmate will operate a motor vehicle for any reason without a current Montana State Driver's License.
2. Inmates may not at any time leave assigned work sites.
3. Whenever possible, inmates will take rest breaks away from public view and in a manner that limits public contact.
4. Inmates must wear safety and protective clothing and eye covering while working.
5. Inmates must immediately report all injuries, safety hazards, and broken or malfunctioning equipment to the supervisor.
6. Inmates may not possess, use, or have in their control any item considered contraband in accordance with Department Policy 3.1.16, Contraband Control.
7. Inmates will stay away from hazardous equipment while it is in operation.
8. Inmates may not ride on vehicles or equipment in an unsafe manner.
9. Inmates will follow all instructions given by supervisor(s).
10. Inmates will be courteous and respectful toward staff/supervisors and members of the public at all times.

I have read, or had read to me, the _____ rules contained in this employment
Orientation material.
Job Title

Inmate Name (*Please Print*)

Inmate Signature

DOC ID #

Date

Supervisor or designee signature

Date

**MSP WILD LAND FIRE SUPPRESSION CREW INMATE GEAR PACKS
(Red Bag)**

State Supplied Items:

Hygiene

1	toothbrush	2	bars of soap
1	tube toothpaste	1	bottle of shampoo
1	comb	1	deodorant
2	safety razors	1	pair shower shoes

Clothing

14	pairs of socks – white	2	thermal tops – white
14	t-shirts – white	2	thermal bottoms – white
14	briefs or boxers – white	1	pair of gloves
2	Nomex shirts (yellow)	2	pair Nomex pants (green)

NOTE: Upon return from a fire the Fire Crew Supervisor will:

- Take the state issue and Nomex clothing to the Work Dorm to be laundered. Upon completion of laundering the Fire Crew Supervisor will give the clothing to the Work Dorm officers who will secure them in the Work Dorm Case Manager’s office. At no time will staff allow the clothing to be handled by an inmate.
- Replenish the gear packs with necessary items.

Allowable Personal Property Items

1	pair boots	1	pair tennis shoes
1	ball cap – blue	1	pair shorts – grey
1	pair eyeglasses	1	pair boot laces
1	watch	2	pens / pencils (any combo)
1	wedding ring	1	tablet writing paper

NOTES:

- Upon notification of fire crew deployment unit staff and the Fire Crew Supervisor will ensure that fire crew inmate workers leave the housing unit with only these items of personal property.
- Upon return from fire crew deployment unit staff and the Fire Crew Supervisor will ensure fire crew inmate workers return to and enter the housing unit with only these items of personal property.
- **If an inmate has any item that isn’t listed above in his gear pack or possession when departing or returning staff will process them as contraband. Appropriate disciplinary action will apply, and the inmate will be removed from the fire crew.**

MSP WILD LAND FIRE SUPPRESSION CREW INITIAL ATTACK PACKS

The attack packs are packed and issued by the DNRC and contain the following:

- 1 fire shelter
- 3 1-quart canteens
- 1 headlamp with batteries
- 1 set goggles
- 1 pair gloves-leather
- 1 file, 10" with handle
- 1 first aid kit, individual
- 1 roll toilet paper
- 1 roll flagging, red/white
- 1 hardhat with chinstrap
- 1 pair ear plugs
- 1 Incident Response Pocket Guide

NOTE: In addition, during active fire duty attack packs may include medically necessary prescriptions and supplies.

DOC ADMISSION / DISCHARGE REPORT

PLEASE PRINT FULL NAME:

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____ ID _____ DATE: _____
 TIME: _____

FROM UNIT AND ASSIGNMENT:

- MSP: _____
 Unit _____
 Assignment _____
- MWP: _____
 Pod _____ **Cell** _____ **Bed** _____
- Regional Prison: _____
 Pod _____
- MASC _____
- Hospital _____
- Cond. Release _____
- OLTC _____
- MSH-WS _____
- Pre-Release _____
- TSCTC-Trainee Probation _____
- Treatment Programs _____
- Transfer _____
- Escape Apprehended State: _____
- Parole Violator _____
- Probation Violator _____
- START Center _____
- In Transit _____
- New Inmate _____
- 10-Day Furlough _____
- Other _____

TO UNIT AND ASSIGNMENT:

- MSP: _____
 Unit _____
 Assignment _____
- MWP: _____
 Pod _____ **Cell** _____ **Bed** _____
- Regional Prison: _____
 Pod _____
- MASC _____
- Hospital _____
- Conditional Release _____
- OLTC _____
- MSH-WS _____
 Pre-Release _____
- TSCTC-Trainee Probation _____
- Treatment Programs _____
- Transfer _____
- Escape Apprehended State: _____
- Release _____
- START Center _____
- In Transit _____
- 10-Day Furlough _____
- Other _____

CODE:

- DOC
- MSP
- MWP
- RPC
- CD**
- DD**
- HOLD

CUSTODY:

- MIN 2
- MIN 1
- MED 2
- MED 1
- CLOSE
- MAX
- AD SEG
- REST AD SEG

****Notify the Infirmary and Mental Health when PHC , DD or CD**

Health Services clearance Yes No (If No, attach *Special Needs Treatment Plan*)

COMMENTS:

STAFF MEMBER'S NAME / SIGNATURE: _____ / _____



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
COMMUNITY WORK PROJECT REQUEST FORM**

PROJECT INFORMATION

Requesting Agency <input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> State Agency <input type="checkbox"/> Non-Profit <input type="checkbox"/> School District	<input type="checkbox"/> City <input type="checkbox"/> County Other: _____	Number of Inmates Needed _____	Request Date _____
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Contact Person: _____ Telephone Number: _____
Inmate(s) Name, DOC ID# and Living Location: _____

Project Description:

Location: (Provide sufficient detail for emergency assistance)

Payment Terms: _____ Project Work Hours: _____

Projected Start Date: _____ Projected Completion Date: _____

FACILITY INFORMATION

Facility/Program Name: _____ Region (If applicable): _____

Facility Project Supervisor Name: _____ Telephone Number: _____

Note Agency Project Responsibilities: _____

REQUESTING AGENCY OR ORGANIZATION INFORMATION

Transportation Provided By Requesting Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	Method of Transportation: (Indicate One) <input type="checkbox"/> Van <input type="checkbox"/> Pickup <input type="checkbox"/> Bus <input type="checkbox"/> Other: (Specify) _____	Vehicle Capacity _____
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Tools, Supplies and Safety Equipment to be used: _____

Provisions for food and water: _____

Name(s) of Supervisor(s) who will provide safety instructions and oversee work: _____

Provisions for access to restrooms (*Identify Type and Location*):

Identify additional assistance being provided by requesting agency:

Requesting Agency Project Supervisor Name: _____ Telephone Number: _____

ACCOMODATIONS PROVIDED BY MONTANA DEPARTMENT OF CORRECTIONS

(To be filled out jointly with Requesting Agency)

Size of Inmate Work Force: _____ Number of Correctional Staff Assigned: _____

Special Needs (i.e. clothing, equipment) _____

Mobile Communications (i.e., cellular phone, handheld radio): _____

Food Service: _____

Vehicles: _____

Armory: _____

Other: _____

HEALTH AND SAFETY REVIEW

(Complete only if Warden/Superintendent or Contract Placement Bureau Chief request a safety and health review.)

I have evaluated the above referenced project, which has also been reviewed by certified personnel provided by the requesting entity. My decision regarding the project is as follows:

Approved Disapproved

MDOC Safety Manger or Designee

PROJECT RECOMMENDATION AND AUTHORIZATION

Approved Denied

Reason for Denial *(i.e., staff resources, etc.)*

Signature: _____
Requesting Agency Representative

Date: _____

Signature: _____
Warden/Superintendent/Facility Administrator

Date: _____

Signature: _____
Contract Placement Bureau Chief *(if necessary)*

Date: _____

This form is filled out by the requesting supervisor and submitted to the respective Case Management Team. Case Management Team: Attach this form to the Inmate Eligibility/Screening Form.

This Agreement shall be effective upon signature and shall remain in effect until the project completion date or until such time as either party terminates said agreement.