

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Fire Services Operations		
Policy Number: 511.02	Effective Date: 1/30/2018	Page Number: 1 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary: The Office of Fire Services and Life Safety Manager shall provide technical assistance in establishing and overseeing a comprehensive statewide fire protection program.

II. Authority:

- A. OCGA: Title 25 - Fire Protection and Safety; and
- B. ACA Standards: 2-CO-2A-01 and 4-4212.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures: This policy is applicable to the Administrative Office of the Fire Services and Life Safety Manager.

- A. The Fire Services and Life Safety Office will have overall administrative responsibility for the Georgia Department of Corrections’ Fire and Life Safety Program to include:
 1. Promulgating standards which comply with all state fire codes relating to correctional facilities and offices including Central Office and the Central Training Academy;
 2. Providing technical assistance in directing the establishment and certification of all Georgia Department of Corrections Fire Stations;
 3. Providing technical assistance in planning, coordinating, and providing fire safety training for all staff and inmate firefighters;
 4. Inspecting facilities for compliance with all applicable minimum fire safety laws and standards and all applicable federal, state, and local building codes;
 5. Inspecting and providing technical assistance to all Georgia Department of Corrections fire stations; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Fire Services Operations		
Policy Number: 511.02	Effective Date: 1/30/2018	Page Number: 2 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

6. Providing technical assistance in negotiating and reviewing mutual aid and automatic aid agreements for fire protection for each facility and office.
- B. The Fire Services and Life Safety Manager shall function as the Chief of all Georgia Department of Corrections Fire Departments which includes:
1. Providing technical assistance with planning and coordinating the establishment of fire stations at facilities under the jurisdiction of Georgia Department of Corrections;
 2. Establishing standards and operating procedures for all Georgia Department of Corrections fire stations to insure compliance with National Fire Protection Association (NFPA) and Georgia Standard Fire Fighting and Training;
 3. Providing technical assistance with training for fire station personnel (staff and inmate firefighters) to maintain the certification of the station and Georgia Department of Corrections firefighters; and
 4. Directing unannounced monthly inspections of each fire station to include buildings, grounds, equipment, and administrative records.
- C. The Fire Services and Life Safety Manager shall ensure compliance with all applicable fire codes during all new construction and renovation projects at all Georgia Department of Corrections properties and/or offices:
1. The Fire Services and Life Safety Manager shall review all construction plans, issuing construction permits when applicable;
 2. The Fire Services and Life Safety Manager will issue or update all certificates of occupancy as required; and
 3. Fire Services and Life Safety staff shall conduct inspections of every construction project involving any Georgia Department of Corrections facility when the project is eighty (80) percent complete and again when the project is one-hundred (100) percent complete.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Fire Services Operations		
Policy Number: 511.02	Effective Date: 1/30/2018	Page Number: 3 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

D. Responsibilities of District Chiefs Training Chief and Life Safety Compliance Officers:

1. The Training Fire Chief shall conduct monthly inspections of each station in their assigned area, for compliance with all applicable national, state and departmental standards and policies.
2. The Training Fire Chief shall report all station inspection findings to the Warden and the Fire Services and Life Safety Manager. Inspection reports shall be left with the Warden or designee after each inspection. The Training Fire Chief, Station Chief, and the Warden, Superintendent, or designee shall sign each inspection document. Copies of each inspection shall be forwarded to the appropriate regional office and the Regional Director.
3. The Training Fire Chief's monthly inspection will give the Warden information on the performance of each station chief which will be used to assist the Warden with the management performance review of the station chief.
4. The District Chief / Life Safety Compliance Officer shall conduct a thorough inspection all facilities, to include work details and any area where inmates are used, biannually. The District Chief / Life Safety Compliance Officer shall complete a written report listing all discrepancies found and forward a copy to the Warden or Superintendent. The Warden or Superintendent shall have 30 calendar days to submit a corrective action plan addressing all listed discrepancies. This corrective action plan shall be submitted to the GDC Fire Services and Life Safety Manager.

E. Staffing of Fire Stations and Firefighter Criteria:

1. Each Warden shall be responsible for assigning a minimum of eight (8) trained firefighters to each facility fire station;
2. Each fire station shall provide 24-hour coverage to the institution and the communities surrounding the facility;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Fire Services Operations		
Policy Number: 511.02	Effective Date: 1/30/2018	Page Number: 4 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

3. All staff and inmate firefighters shall be required to pass an endurance test and physical examination as required by the Georgia Firefighter Standards and Training Council. Facility medical staff shall conduct all required physical examinations using the standard Georgia Department of Corrections medical form; and
4. Inmate firefighters assigned to Georgia Department of Corrections fire stations shall meet the following minimum criteria:
 - a. Must be minimum security;
 - b. Have no physical limitations;
 - c. Have no less than 18 months remaining on sentence but no more than 13 years. Inmates with life sentences may serve as inmate firefighters only if approved. See policy 220.03, Classification Committee for additional guidance;
 - d. Must have no arson convictions;
 - e. Must have no sexual offense convictions;
 - f. Must have no escape charges or attempts;
 - g. Must have or be actively working toward a high school diploma or GED; and
 - h. Must be able to read at a 10th grade level.
5. A roster of assigned firefighters shall be forwarded to the Fire Services and Life Safety Office by the 1st of each month.

F. Fire Station Equipment Care and Maintenance:

1. The fire station and all firefighting equipment shall be maintained in a clean and orderly condition at all times.

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name: Fire Services Operations

Policy Number: 511.02

Effective Date: 1/30/2018

Page Number: 5 of 5

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

2. All fire stations shall maintain compliance with all applicable national, state and departmental policies and standards directing the operation of a fire station.
 3. All apparatus shall be checked daily using the fire apparatus check sheet.
 4. All Class A pumping apparatus shall be tested annually as directed by the Insurance Services Organization.
 5. All fire hoses shall be inventoried and tested annually using the test criteria outlined by the NFPA.
 6. All fire hydrants on facility property shall be tested, painted, numbered, and color-coded annually.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.