

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: (IIE05-0003) 213.13	Revises Previous Effective Date: 12/31/00
Subject: Inmate/Probationer Forest Fire Rake Crews		
Authority: Bryson/Ward	Effective Date: 09/04/15	Page 1 of <div style="text-align: center;">4</div>

I. POLICY:

Designated Detention Centers and Probation Boot Camps will provide emergency assistance to the Georgia Forestry Commission in the form of providing trained staff and detainees to aid in the fighting of forest fires. Participation in this project by individual staff and detainees will be voluntary.

II. APPLICABILITY:

Carlton H. Colwell Probation Detention Center, I.W. Davis Probation Detention Center, Northwest Probation Detention Center, Whitworth Probation Detention Center and Hays Boot Camp (All detainee rake crews are currently located in the Northern Region).

III. RELATED DIRECTIVES:

NONE.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

Attachment 1 -Forest Fire Rake Crew Member Agreement

VI. PROCEDURE:

Designated Detention Centers and Probation Boot Camps will provide emergency assistance to the Georgia Forestry Commission in the form of providing trained staff and detainees to aid in the fighting of forest fires. Centers involved in this program will be designated by the

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Commissioner. The following guidelines will be employed in the implementation and management of the Wild Fire Rake Crew Program:

- A. All staff and detainee participants will be volunteers. Individuals will be required to sign the Probation Detention Center Forest Fire Rake Crew Member Agreement indicating their willingness to voluntarily participate and waive any claim to liability action against the Georgia Department of Corrections or the Georgia Forestry Commission pursuant to their participation in this program. A participant may withdraw from participation by so stating in writing to the Superintendent at any time.
- B. All participants must be physically and mentally capable of performing tasks associated with this activity. Suitability for participation of detainees will be determined by the Center's medical section utilizing the standard intake examination. Staff participants shall declare in writing their suitability to participate.
- C. Level III detainees are ineligible for participation.
- D. Only eligible staff and detainee volunteers who have successfully completed the designated training course will be allowed to participate in fighting forest fires. Documentation of successful completion of training will be maintained in the individual staff and detainee file. Further, an updated roster of trained program participants (staff and detainees) will be maintained in a location that is known to all appropriate staff and easily accessible in case of call for assistance.
- E. It will be the responsibility of the appropriate Georgia Forestry Commission personnel to offer training at such a frequency as is necessary to maintain a contingent of trained volunteers. Training will be coordinated with the affected center Superintendents.
- F. The Georgia Forestry Commission will determine when the services of forest fire rake crew volunteers are needed. Upon such determination, the Georgia Forestry Commission representative will contact the Superintendent or senior official of the affected center. The Superintendent or

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senior official maintains the right to determine feasibility in responding to the request based upon the need to maintain the operation of the center in a secure and safe manner. Requests for emergency assistance will be given priority over normal, routine work duties that do not affect the safety and security of the center.

- G. Staff time spent involved in the fire fighting program, either raining or involved in fir fighting situations, will be considered work time; therefor, hours worked that exceed the maximum will be considered overtime in accordance with Departmental procedure.
- H. The Georgia Forestry Commission will provide on-site direction of Detention Center work crews in a fire situation, including assigning tasks, determining activities and priorities, determining when a crew is released form duty. Detention Center Correctional Officers will, under guidance of on-site Georgia Forestry Commission personnel, provide direct supervision of detainees.
- I. Any special equipment needed to fight fires beyond that which the Detention Center normally possesses will be provided by the Georgia Forestry Commission.
- J. In the event the Detention Center forest fire rake crew ids called into service, the Superintendent or designee will notify by telephone the following individuals:
 - 1. Mr. Tony Turpin, Northern Region Director
Office Ph#: (404) 656-4617
Pager# (404) 655- 9797
 - 2. Mr. Rick Huggins, Georgia Department of Corrections
Director of fire Services
Office Ph#: (770) 531-6070
Pager# 1-800-829-2255-227-5707

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3. After normal work hours, GDC Atlanta will be notified. Ph# (404) 651-6511.
- K. After completion of the activity, a written after action report will be generated within 72 hours. This report will include:
1. Description of the incident including time, date, location, length of involvement and description of what occurred.
 2. List of staff members involved.
 3. List of detainees involved.
 4. Description of any injuries by name of staff or detainee and current status of the injured person.
 5. Any other relevant or important information as determined by the Superintendent or designee.
 6. Copies of the after action report will be provided to the northern Region Director, Georgia Department of Corrections Director of Fire Services and appropriate Georgia Forestry Commission personnel.

VII. **RETENTION SCHEDULE:**

- A. Attachment 1 of this SOP, when completed will be placed in the Detainee case file. Upon completion of sentence, the file will be transferred to the State Record Center where it is kept for four years, then destroyed.