

**State of California
California Department of Forestry and Fire Protection
Cuesta Conservation Camp**

Project Status:

- ◆ Pending
- ◆ On-Going
- ◆ Completed

PROJECT WORK REQUEST COVER SHEET

The Sponsor is required to call Cuesta Camp to schedule crew work days.
If a crew is unavailable for the assignment, the project will be re-scheduled on the first available day.

1. **PROJECT NAME:** **Project Supervision Level:** _____
2. **Sponsor Agency :**
3. **Contact Persons (Name/Phone/Fax/Hours of Work):**
4. **Project Location:**
5. **Estimated Number of Work - Days Requested:**
6. **Project Start Date:**
7. **Desired Completion Date:**
8. **Project Description:**
9. **Tools Required:**
10. **Safety Considerations:**

Is a portable Toilet and Water available at Job Site? (Circle one) **Yes** **No**
(If toilet facilities are not available at the job site, Sponsor will be required to provide a portable toilet each day of the project)

11. Sponsor Support Reimbursement Agreed to: **\$200.00 + Admin Fee /per Crew Day**

12. Attached Supporting Documents:

- ◆ FC-32 Conservation Camp Program Project Request and Record
- ◆ FC-31 Letter of Understanding
- ◆ Working With Inmates Information Sheet
- ◆ Work-Site Map (Please insert maps or drawings giving directions to the site and areas to have the requested work completed.)

The portion of the packet as listed below shall be completed by Cal Fire staff:

- ◆ IIPP-2 Job Hazard Analysis/Project Safety Work Plan
- ◆ IIPP-3 Code of Safe Practices
- ◆ IIPP-4 Job Safety Survey
- ◆ IIPP-6 Employee Training

CDF USE ONLY	PROJECT NAME
	DATE
	FC-79 CODING

CDF USE ONLY	CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION	
	NAME CAL FIRE/ CUESTA CONSERVATION CAMP	
	ADDRESS BLDG. 962, RT. 2 BOX 427	
	CITY, STATE SAN LUIS OBISPO CA	
	PHONE (805) 543-9570	FAX (805)549-3270

CDC/CYA-CHECKLIST CUSTODIAL QUARTERLY REVIEW			
INITIAL INSPECTION			
SECURITY FORM PREPARED			
SUPERVISION LEVEL	1	2	3
SECOND QUARTER			
THIRD QUARTER			
FOURTH QUARTER			

SPONSORING AGENCY	
SPONSORING AGENCY	NAME
	ADDRESS
	CITY, STATE
	PHONE
	FAX
	PAGER N/A
	COMMENTS:

CDF-CHECKLIST	
CDF USE ONLY	INITIAL INSPECTION
	PROJECT NUMBER
	IIPP-2 JOB HAZARD ANALYSIS
	IIPP-3 CODE OF SAFE PRACTICES
	IIPP-4 JOB SAFETY SURVEY
	IIPP-6 EMPLOYEE TRAINING
FC-31 ATTACHED AND SIGNED	

PROPERTY OWNER

PRIVATE PROPERTY? YES NO
PROPERTY OWNER
ADDRESS
CITY/STATE/ZIP
PHONE

DESCRIPTION OF PROJECT (Type of work to be performed, attached additional sheets if necessary)
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STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**CONSERVATION CAMP PROGRAM PROJECT REQUEST
AND RECORD**
FC-32 (REV. 5/08) PAGE 2 OF 3

PERIOD WORK CAN BE PERFORMED		ESTIMATED CREW DAYS
REQUESTED START DATE	REQUESTED FINISH DATE	
PLANS ATTACHED YES NO		
PROJECT NAME		SPONSOR'S PRIORITY
PROJECT LOCATION		
		GPS COORDINATES

PROJECT BENEFIT ASSESSMENT (Estimate the benefits of the project including such items as; fire defense, public safety, watershed, recreation, wildlife habitat, property, vegetation, soil, water, air surface configuration, wildlife, people, economic benefits that include; reduced maintenance costs, reduced suppression costs, reduced damage, elimination of hazards, etc. attach additional sheets as necessary).

CERTIFICATION:

I, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

INDEMNIFICATION CLAUSE: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

CDF USE ONLY	PROJECT COSTS TO SPONSOR	DESCRIPTION	ESTIMATED COSTS
	MATERIALS AND SUPPLIES		
	SPECIAL TOOLS		
	VEHICLE OPERATIONS		
	TECHNICAL SUPERVISION AND LABOR		
	OTHER COSTS (DESCRIBE)		

OPERATIONAL COST RECOVERY FROM SPONSOR

CDF USE ONLY	A. Daily Vehicle Costs	Mileage	Daily Total
	B. Equipment Costs		
	C. Other Costs	Administrative Fee	
	TOTAL:		\$200.00 /crew day

CDF USE ONLY	Approved For Final Planning and Scheduling	
	DIVISION CHIEF	DATE
	CAMP COMMANDER	DATE
	UNIT CHIEF	DATE

Sponsors Signature	
NAME (PRINT)	
SIGNATURE X	DATE
TITLE X	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CONSERVATION CAMP PROGRAM - LETTER OF UNDERSTANDING

FC-31 (Rev. 5/08)

This Letter of Understanding is made and entered into by and between the California Department of Forestry and Fire Protection, State of California, hereinafter referred to as "CDF", and _____
Hereinafter called "Sponsor".

WHEREAS, the Director, CDF is authorized under Public Resources and Penal Codes to utilize inmates, wards, and residents assigned to conservation camps to perform the work of CDF, and through contracts or cooperative agreement the Director, CDF, may permit inmates, wards, or residents to be used in the performance of conservation projects which are appropriate for any other local, State, or Federal agency under policies established by the Prison Industries Authority, and WHERE AS, the Sponsor has a need for assistance in performing such work,

NOW THEREFORE, in consideration of the above, the parties hereto agree as follows:

- A. The Sponsor shall submit project proposals on a form approved by the Director, CDF. By so doing, with reference to any such proposals subsequently approved by the Director, CDF, Sponsor agrees to:
1. Pay for all costs directly related to and necessitated by such projects, except as follows:
 - a. Wages, salaries, and other remuneration paid to CDF employees, inmates, wards, or residents, and the cost of their support, unless mutually agreed otherwise.
 2. Demonstrate the availability of adequate plans and specifications, sufficient funds, materials, supplies, and equipment, adequate technical supervision and any special labor requirements to complete such project.
 3. Obtain the approvals and permits required by any other State, Federal, or local agency necessary to commence construction or operation of such projects.
 4. Provide acceptable temporary living facilities for the duration of any such projects located more than one hour's driving time from a conservation camp for personnel, inmates, and wards actually engaged in working on such projects, as well as all transportation costs required.
 5. Hold an orientation meeting with CDF personnel at the commencement of such projects to explain the technical aspects, execution of, and need for such projects.
- B. CDF shall select, from proposals submitted by the Sponsor, those projects meeting the priorities and resources of CDF, and shall submit to Sponsor evaluations setting forth any special requirements or conditions occasioned thereby. By so doing, with reference to any such evaluations subsequently approved by Sponsor, CDF agrees to provide labor, crew supervision, normal transportation, food, and such tools as CDF determines to be available. Upon receipt of Sponsor's acceptance of such evaluations, projects shall be assigned to a conservation camp, where they will be scheduled in accordance with the priorities and resources of CDF.
- C. Work performed under this Letter of Understanding will be under the immediate supervision of CDF officials. The Sponsor will provide such operation supervision, technical assistance, guidance, and inspection, as it considers necessary to properly complete the work.
- D. Nothing herein shall be construed as obligation the Sponsor to expend or obligate funds in excess of appropriations authorized by law.
- E. All improvements constructed in whole or in part on lands owned or controlled by Sponsor will remain the property of the Sponsor.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CONSERVATION CAMP PROGRAM - LETTER OF UNDERSTANDING
FC-31 (Rev. 5/08)

- E. All improvements constructed in whole or in part on lands owned or controlled by Sponsor will remain the property of the Sponsor.
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- F. Permission to camp and perform work on lands owned or controlled by Sponsor does not in any way convey to CDF, its staff, or any persons working with CDF in the performance of said work, employee status that would extend to them the benefits afforded to permanent employees of Sponsor.
- G. Upon completion of each project, or any phase thereof, permission is hereby granted to CDF to place upon the project site a sign or emblem, consistent in size and design to its surroundings, indicating the participation of CDF and the year thereof.
- H. To the extent permitted by law, CDF and Sponsor each agree to indemnify and hold harmless the other, its officers, agency, and employees from all claims, demands, or liability caused by the indemnifying party during or after completing of the project.
- I. Neither party may assign this Letter of Understanding to any interest therein without the written consent of the other party.
- J. Subject to the provisions herein, all remedies allowed by law are available to either party for enforcement of this Letter of Understanding. Any waiver of rights by either party on any matter relating to this Letter of Understanding shall not be deemed to be a waiver on any other matter relating to this Letter of Understanding.
- K. If any part of this Letter of Understanding is found to be invalid the remainder of the Letter of Understanding shall continue in effect.
- L. This Letter of Understanding may be modified by mutual written agreement of the parties.
- M. This Letter of Understanding shall remain in effect unless terminated upon sixty (60) days written notice from either party to the other.
- N. No member of, or delegate to, Congress, or Resident Commissioner, shall be admitted to any share or part of this Letter of Understanding, or to any benefit that may arise therefrom; but this provision shall not be construed to extend this Letter of Understanding if made with a corporation for its general benefit. (Applicable only if Sponsor is an agency of the United States Government.)

IN WITNESS WHEREOF, the parties have agreed to the conditions of this Letter of Understanding as of the last date written below.

Date: _____

Sponsor: X
(Name of Agency)

By: **X**

Title: **X**

Address: **X**

Date: _____

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

By: _____

Title: Fire Captain Cuesta Camp

State of California
Department of Forestry and Fire Protection
Cuesta Conservation Camp

WORKING WITH INMATES INFORMATION SHEET

Thank you for requesting the services of CDF, Cuesta Conservation Camp, and its personnel for your project work. Our inmate-fire fighters are well-disciplined and will be under the control of an experienced CDF Fire Captain. Under certain circumstances, an officer from the California Department of Corrections will accompany the crew captain to provide additional security and supervision. However, for everyone's benefit, please familiarize yourself and your staff with the following guidelines.

The "17 Commandments" of Working with CDF Inmates

1. Do not aid any inmate to escape.
2. Do not allow your staff to communicate with inmates unless specifically authorized by the crew captain.
3. Do not allow former inmates working under you to loiter, associate, or interfere with crew inmates in any manner.
4. Do not permit any inmate to use a phone, mail a letter, or communicate in any manner that will permit inmate contact with outsiders.
5. Do not accept gratuities or presents from inmates or friend or families.
6. Neither accept from nor deliver to any inmate any package, message or letter.
7. Do not, in any way, contact or communicate with families or known associates of inmates.
8. Do not threaten, strike, or lay hands on an inmate unless in self-defense or in prevention of injury to persons or property.
9. Do not bring near inmates any weapons, explosives, or firearms.
10. Inmates are not permitted near private residences or vehicles without the express knowledge and permission of the crew captain.
11. Do not bring narcotics, drugs, or alcohol near inmates.
12. Do not drink alcohol in the presence or view of inmates.
13. Do not gamble in the presence of inmates.
14. Unless specifically authorized otherwise by the crew captain, channel all directions and instructions through the crew captain.
15. No inmate is allowed to operate any vehicle unless expressly authorized by the crew captain.
16. Report any problems or suspicious actions to the crew captain immediately.
17. **When in doubt, say "No" and contact the Crew Captain.**

Appropriate Dress and Conduct

At all times, project sponsor staff, equipment operators, and/or private vendors should be mindful of the effect that their dress and comportment has on inmates. Non-Cal Fire or CDCR personnel must be modestly dressed at all times while in proximity of inmates. Readily-identifiable, standardized clothing is encouraged for all private vendors, especially those supporting the Mobile Kitchen Unit. All personnel must avoid fraternization with inmates, especially body language or compromising situations that give the appearance or perception of inappropriate conduct. Inmates must not be given implied or tantalizing suggestions of any “perk” or benefit that has not been previously approved by either Cal Fire or CDCR personnel. **As always, when in doubt, ask first.**

Gratuities

Cal Fire staff will not allow any gift, gratuity, or any benefit be given to or provided for an inmate or inmates from vendors and/or sponsors from which Cal Fire is either paying for or expecting reimbursement from. There may be occasions for which projects are completed with no expectation of reimbursement and the sponsor wants to do something nice for the crew(s), such as buy sodas, pizza, fast food, etc. This is generally acceptable with prior approval from either CDCR or the Camp Division Chief. No manner of gift, gratuity, or benefit will be permitted at any time if there is a possibility that a reasonable person could or would suspect inappropriate business conduct or conflict of interest

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

IIPP-2 (Rev. 5/01)

[illegible]

Code of Safe Practices for: ☐ **Project/Job** ☐ **Work Area** ☐ **Employee Classification**

Description: _____

Prepared By: _____ **Title:** _____ **Date Prepared:** _____

Instructions:

Use the Hazard Prevention Steps from column #3 of the Job Hazard Analysis – Project Safety Work Plan [IIPP-2] to develop a Code of Safe Practices. List and organize safety requirements in the spaces provided as follows:

(1) Safe Working Conditions, (2) Safe Work Practices, (3) Personal Protective Equipment.

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STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
JOB SAFETY SURVEY
IIPP-4 (Rev. 3/96)

Survey of: ☐ Project/Job ☐ Work Area ☐ Employee

PAGE _____ OF _____

DESCRIPTION OR NAME

SURVEY DATE _____

PREPARED BY _____ TITLE _____

Instructions: Evaluation of work conditions, work practices, and personal protective equipment should be based on the Code of Safe Practices (Form IIPP-3) or column three of the Job Hazard Analysis (Form IIPP-2).

[illegible]

RECOMMENDED CORRECTIVE ACTION:

☐ NONE SPECIFY IN _____

DETAIL:

□ TRAINING

☐ DISCIPLINARY

☐ OTHER

PERSON RESPONSIBLE FOR CORRECTION _____ DATE COPY PROVIDED _____

MANAGEMENT REVIEW BY _____

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
EMPLOYEE TRAINING SIGN-UP SHEET
IIPP-6 (REV. 3/96)

Instructor(s): _____

Location: _____

Date: _____ Page _____ of _____

Topic (s): _____

Attendees: Please print and sign your name legibly. Use additional sheet if necessary.

	Print Name	Signature	Unit or Station
1)	_____	_____	Cuesta Crew # _____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
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