

## Conservation Camp Program Inmates

### 7202.1 THEO LACY STAFFING

- (a) The Conservation Camp Deputy shall be assigned to work at the Theo Lacy Facility (TLF), in CWP/EMP.
  - 1. The Conservation Camp Deputy will manage the Conservation Camp Program from TLF.
- (b) The TLF CWP/EMP Sergeant will supervise the Conservation Camp Deputy.

### 7202.2 CONSERVATION CAMP DEPUTY RESPONSIBILITIES

- (a) The Conservation Camp Deputy will be responsible for screening, interviewing and assigning inmates to the Conservation Camp Program. The CCP Deputy will minimally perform the following functions:
  - 1. Screen potential candidates for the Conservation Camp Program in accordance with the CDCR's criminal history exclusionary criteria
  - 2. Conduct in person interviews of inmates to assist in determining eligibility
  - 3. If the inmate is not excluded by CDCR's criminal history criteria, and is a good candidate after the interview, the CCP Deputy will arrange for the inmate's Medical/Mental/Dental screening by Correctional Health Services
  - 4. Select qualified inmates who meet all CDCR criteria and who are approved by Correctional Health Services for participation
  - 5. Send inmate's packet of documents (see Section 1207.11(a) of this policy for list of documents) to CDCR for final approval of inmates
  - 6. Once the inmate is approved by CDCR, arrange inmate's transportation to the designated CDCR fire camp.
  - 7. Maintain Conservation Camp Database (Located in TLaudio drive)
  - 8. Give updates to Classification Sergeant, Records and Transportation
  - 9. Coordinate inmates returning from CDCR
- (b) The Conservation Camp Deputy is responsible for keeping Inmate Records personnel informed of any changes or modifications concerning inmates' assignment to the Conservation Camp Program or their sentence ending date.

### 7202.3 CDCR EXCLUSIONARY CRITERIA

- (a) The Conservation Camp Deputy shall complete Section 1, obtain the documents referenced in Section 2 and complete Section 3 of the CDCR's County Fire Camp Offender Screening and Processing Form. If the Conservation Camp Deputy determines that the inmate is eligible, based on the criminal history screening and interview, the Conservation Camp Deputy will next arrange for Correctional Health Services' medical, mental health and dental screening of the inmate.

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#### **7202.4 INMATE CANDIDATE LIST**

- (a) An Inmate Candidate List will be generated by the Conservation Camp Deputy monthly. Names of disqualified inmates from the Conservation Camp Program will be entered into a database [REDACTED]
- (b) Prior to inmates being interviewed by the Conservation Camp Deputy, their inmate file (Criminal Charges, Criminal History, Sentence etc.), will be pre-screened to see if they meet the basic requirements for the Conservation Camp Program.
  - 1. If the inmate's file indicates they would qualify, the Conservation Camp Deputy will interview the inmate to complete the Deputy's screening process.
  - 2. If the Conservation Camp Deputy determines that the inmate meets the CDCR's eligibility criteria regarding criminal history, the Conservation Camp Deputy will next arrange for any inmate to be examined by Correctional Health Services for Medical/Mental Health/Dental disqualifications. If the Conservation Camp Deputy determines that the inmate does not meet the CDCR's eligibility criteria regarding criminal history, the inmate will not be screened by CHS.

#### **7202.5 MEDICAL/MENTAL HEALTH/DENTAL SCREENING**

- (a) CHS staff will complete Section 4 of the CDCR's "County Fire Camp Offender Screening and Processing Form" pertaining to medical, mental health and dental screening. If CHS staff determines the inmate is eligible for participation in the Conservation Camp Program, CHS staff will provide a completed Section 4 of the Form "under seal" to the Conservation Camp Deputy. The form is not to be reviewed by the Conversation Camp Deputy or any other OCSD personnel because it contains confidential medical information regarding the inmate. The Conversation Camp Deputy will transmit Section 4 to the CDCR "under seal" as part of the packet of documents pertaining to the inmate.
- (b) When an Orange County Inmate returns to custody at the IRC, CDCR will provide Orange County Correctional Health Services with copies of the Inmate Medical Records in accordance with HIPAA regulations and existing state law.

#### **7202.6 ASSIGNMENT TO CCP**

- (a) Once the screening process is complete, the inmate will be added to the Inmate Candidate list for the Conservation Camp Program.
  - 1. The inmate's information will be added to the Conservation Camp Database
    - i. The Conservation Camp database will be stored on the TLaudio drive.
  - 2. The Conservation Camp Deputy will have the inmate complete the County Fire Camp Offender Information form.
  - 3. The Conservation Camp Deputy will send the inmate's packet of information to CDCR Staff at the designated Conservation Camp for final approval. One complete copy of the inmate's packet (except for Section 4 of the County Fire Camp Offender Screening and Processing Form) will be scanned and retained on the TLaudio drive.

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4. After final approval is made, CDCR will notify the Conservation Camp Deputy the inmate has been accepted for the Conservation Camp Program.
  5. The Conservation Camp Deputy will contact Inmate Records to notify them of the transfer.
  6. The Conservation Camp Deputy will arrange transportation as soon as CDCR is able to accept the inmate for the next training period.
  7. The Conservation Camp Deputy will notify the Cashier's Office to transfer the inmate's funds to CDCR. The funds shall be provided to the CDCR within seven (7) working days of the inmate's transfer to the CDCR.
- (b) The TLF Records Commitment Clerk shall compute the number of days the inmate is to be assigned to the Conservation Camp Program and shall update the inmate's file as necessary.
- (c) The Conservation Camp Deputy will obtain the Release Date Information Sheet from TLF Records and include it in the inmate's Conservation Camp Program Packet.
- (d) The Conservation Camp Deputy will verify each inmate's packet is complete prior to contacting CDCR for placement in a designated Conservation Camp Program.
- (e) All inmates will be given a list of allowable property for County Fire Camp Inmates prior to being transported to CDCR. Orange County Inmates shall be allowed to possess personal property consistent with CDCR policy.
1. Exclusions may be granted based on camp security requirements.
  2. CDCR will follow existing regulations on disposition of property.
  3. The CDCR shall compensate COUNTY Offenders for loss or damaged property due to the negligence of the CDCR in accordance with applicable remedies consistent with CDCR policy. Orange County shall not be responsible for such loss nor damaged property and CDCR shall indemnify Orange County for any and all claims, losses, liabilities, etc. attributable to such lost or damaged property while in CDCR custody.

#### **7202.7 DISPOSITION OF PAPERWORK**

- (a) The inmate packet to be sent to the CDCR shall include the following documentation:
1. Completed County Fire Camp Offender Screening and Processing Form, Sections 1 through 4 (Note: Section 4 will be received under seal from CHS and will be sent under seal to CDCR by the Conservation Camp Deputy because it contains the inmate's confidential medical information)
  2. Current CI&I Rap Sheet
  3. Abstract of Judgment – Current Commitment
  4. Probations Officer's Report – Current Conviction
  5. Release Date Information
  6. Copy of Disciplinary Action(s)

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7. Report of Documented Enemies
8. Two Current ID Photos (Front and Side View)
9. Completed County Fire Camp Offender Information Sheet
10. Completed Power of Attorney Form
- (b) A complete copy of the Conservation Camp Program paperwork with the following exceptions will be added to the inmate's file and retained in TLF Records.
  1. Section 4 of the County Fire Camp Offender Screening and Processing Form which contains the inmate's confidential medical information and which will be retained by CHS
  2. The Current [REDACTED]

#### **7202.8 TRANSFERRING INMATE TO CCP**

- (a) Once a male inmate has been screened and accepted for participation in the Conservation Camp Program by the CDCR, CCP Deputy will notify records that the inmate has been selected for the Conservation Camp Program and is awaiting transfer.
  1. CDCR will notify the CCP Deputy by email of the date and time they will pick up male inmates. The CCP Deputy will notify the Records Supervisor and ensure all male inmates are at the IRC [REDACTED]
- (b) Male Inmates who are accepted to participate in the Conservation Camp Program will be transported to the Sierra Conservation Center by CDCR transportation.
- (c) A State of California – Department of Corrections Form #CDCR Form 123 (BODY RECEIPT) is required for each Orange County male Inmate transferred to the custody of CDCR.
  1. Property will be itemized in front of the inmate. The property is to be placed in a paper bag and given to the CDCR transporting officer at the time of transfer. The IRC release Deputy will make a notation on the property receipt forms stating the CDCR transporting officer accepted the property.
  2. CDCR will provide one (1) CDCR Form 123 (Body Receipt), for each inmate being transported to CDCR.
  3. The Conservation Camp Deputy will scan and upload all forms to CDCR prior to being transferred to CDCR custody.
- (d) The CDCR will require the Conservation Camp Deputy to sign a CDCR Form 123 (Body Receipt), acknowledging delivery and transfer of custody of the inmate back to Orange County custody.
- (e) Once a female inmate has been screened and accepted for participation in the Conservation Camp Program by the CDCR, CCP Deputy will notify records that the inmate has been selected for the Conservation Camp Program and is awaiting transfer.

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1. The CCP Deputy will provide a list of the female inmates to Orange County Sheriff Transportation and TLF Inmate Records. The CCP Deputy will schedule the transfer of female inmates to the California Institution for Women by Orange County Sheriff's Transportation. A State of California – Department of Corrections Form #CDCR Form 123 (BODY RECEIPT) is required for each Orange County female Inmate transferred to the custody of CDCR.
- (f) The IRC Release Deputy shall ensure an Orange County Sheriff's Department Notification of Prisoner Status form (Detainer) is signed by CDCR for both male and female inmates prior to transfer.

#### **7202.9 DAILY PARTICIPATION**

- (a) A work day begins at midnight the first day the inmate actively participates in the Conservation Camp Program.
- (b) If an inmate is unable to complete his work assignment on any given day, he or she will be evaluated by CDCR Staff to determine if he or she can continue with the Conservation Camp Program.
  1. If it is determined that the inmate cannot continue with the program, CDCR staff will notify the CCP Deputy to arrange transportation back to the IRC.
  2. If the inmate is able to continue with the program, the incident will be fully documented and the CDCR will notify by telephone and fax a copy of the incident report to IRC Classification.
- (c) Orange County Inmates who refuse to participate in the Fire Camp Work/Training Program shall be returned by the CDCR to the designated Fire Camp for pickup by Orange County Sheriff's Transportation to return the inmate to the IRC.
- (d) When Classification is notified that the inmate will be returning to OCSD Custody, they will notify records.
- (e) When the inmate returns to custody at the IRC, the Conservation Camp Deputy will document why the inmate returned and if they are ineligible to return to the Conservation Camp Program.
  1. A printed record will be placed in the inmate's file in Records
  2. A tread entry will be made in the inmate's record (JMS)\
- (f) Before an inmate returns to the Conservation Camp Program, they must be re-screened to verify they still meet the criteria for participation in the Conservation Camp.

#### **7202.10 INMATE FUNDS**

- (a) The Conservation Camp Deputy will provide the Cashier's Office with a list of all inmates being transferred to the Conservation Camp Program.
- (b) Funds of an Orange County Inmate participating in CCP shall be transferred to CDCR within seven (7) working days of the inmate's transfer to CDCR. These funds shall be held and managed pursuant to CDCR's policies.

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- (c) CDCR shall pay all Orange County Inmates assigned to the Conservation Camp Program wages equal to the amount paid to CDCR inmates housed at the particular Fire Camp.
- (d) Upon notification of a court order for restitution by an Orange County Inmate, CDCR agrees to collect funds from wages and account deposits from the inmates account. All collected funds will be remitted in a manner that adheres to Title 15, Article 1.5, Section 3097.
- (e) When the inmate returns to the IRC, CDCR shall provide the inmate's current available Trust balance.
  - 1. Payment shall be in the amount due and in the form of a check made payable to the inmate but addressed to Orange County.
  - 2. Payment will be within seven (7) business days of the inmate's transfer back to Orange County.

#### **7202.11 CONSERVATION CAMP PROGRAM RULE VIOLATION**

- (a) While Orange County Inmates are in the custody of CDCR, they are subject to CDCR rules and regulations regarding conduct and behavior. This also includes specific rules of conduct while participating in the Conservation Camp Program.
- (b) CDCR is responsible for adjudicating any disciplinary matters while County Inmates are in CDCR custody.
  - 1. CDCR will notify the Conservation Camp Deputy of any discipline which would affect the inmate's sentence ending date.
  - 2. The Conservation Camp Deputy will notify Inmate Records of any discipline which would affect the inmate's sentence ending date.
- (c) Orange County Inmates appealing decisions and actions shall be remedied via the existing Orange County Sheriff's appeals process. The Orange County Sheriff's Department shall retain final authority on all issues of appeal related to Orange County decisions and actions. The CDCR will address all Inmate appeals/grievances related to conditions of confinement and other CDCR decisions while the Orange County Inmate is housed in a CDCR Fire Camp. The CDCR shall retain final authority on all issues of appeals related to CDCR decisions and actions.
- (d) If an inmate assigned to the Conservation Camp Program is transferred back to IRC with pending discipline, CDCR will forward a copy of the incident report to the Conservation Camp Deputy so discipline may be administered at the Orange County Jail.
  - 1. The Conservation Camp Deputy will draw a Jail Incident Number from TLF and write a Jail Incident Report titled "Poor Work Performance" documenting the inmate's behavior and write a Notice of Disciplinary Violation/Hearing for a Major Jail Rule(s) Violation.
  - 2. Inmates returned to Orange County for disciplinary reasons will lose their worker status according to OC Jail policy.

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3. Inmates returned to Orange County will be interviewed for classification and/or housing assignments.
4. The Conservation Camp Deputy will flag the Inmate's file [REDACTED] [REDACTED] the inmate no longer meets the qualifications for the Conservation Camp Program.
5. [REDACTED]  
[REDACTED]  
[REDACTED]
6. TLF Records shall be notified by the Conservation Camp Deputy if the inmate's sentence ending date has changed and needs to be recalculated.

#### **7202.12 ACCESS TO COURTS**

- (a) The CDCR will ensure all Orange County Inmate's court related access is consistent with the CDCR policy.
  1. All Orange County Inmates requesting access to a law library will be transported back to the designated fire camp.
  2. Orange County Transportation will pick up the inmate from the designated fire camp and transport them back to the IRC for access to the Law Library.
- (b) Any court order to produce an Orange County Inmate that is presented to Orange County shall immediately be forwarded to the Camp Administrative Office for processing.
  1. The Orange County Sheriff's Department is responsible for transportation and costs thereof for local, state, and federal court appearances.
  2. If sufficient advanced notice is provided, CDCR will transport the Orange County inmate to Wasco State Prison for pick up by Sheriff's Transportation.

#### **7202.13 OFFENDER (INMATE) CAMP FILES (OCF)**

- (a) The CDCR will handle all Offender Camp Files (OCF) and ensure compliance consistent with the CDCR policy.
  1. Offender Camp records regarding County inmates while at the Camp shall be collected and maintained on-site by the CDCR in accordance with CDCR record keeping practices and operating requirements governing confidentiality.
  2. The County inmate files will not be maintained inside housing units or easily accessible to the inmate population
- (b) Upon request, all records, reports, and documents related to Orange County Inmates, including Inmate work/education-vocation records, shall be made available to the Orange County Sheriff's Department for review.
  1. When an Orange County Inmate is transferred from one Fire Camp to another Fire Camp the record provided by the Orange County Sheriff's Department and

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additional information compiled while the inmate was at the Fire Camp will be updated and transported with the inmate to their new location.

2. This record consists of reports, timesheets, staff memos, correspondence, and other documentation relating to behavior of the Orange County Inmate.
  3. When a County inmate is identified to return to the County, the CDCR will ensure that the Offender Camp File is current with documentation to include program activities (work, education, etc.), classification endorsement and action, and disciplinary history. Records maintained at the Fire Camp site shall be transported with the County inmate. Files maintained at the Fire Camp Administrative Office shall be mailed to the Sheriff's Department within 14 days of the inmate's departure from the Fire Camp.
- (c) All warrants/holds/detainers received by the Orange County Sheriff's Department for an Orange County Inmate shall be forwarded to the Camp Administrative Office within 24 hours.
1. CDCR will determine if the inmate will be returned to Orange County for booking purposes.
- (d) All warrants /holds/detainers received by the CDCR for an Orange County Inmate shall be forwarded to the Orange County Sheriff's Department within 24 hours.
1. CDCR will determine if the inmate will be returned to Orange County for booking purposes.
- (e) TLF Records will perform all time calculations for Orange County Inmates and will provide the inmate's Release Date information to the Conservation Camp Deputy. The Conservation Camp Deputy will include Release Date information in the inmate packet submitted to CDCR. This information is required to facilitate return of the Orange County Inmate to the custody of the Orange County Sheriff's Department no less than 30 days prior to their release.

#### **7202.14 ESCAPE(S)**

- (a) In the event of an escape by an Orange County Inmate from the Fire Camp's physical custody, the CDCR shall initiate efforts to apprehend such inmate(s), notify Local Law Enforcement agencies and CDCR I.D./Warrants Unit as required by state statute in the same manner it uses for any other CDCR escapee.
- (b) The escape pursuit will include all provisions as agreed to in the [REDACTED] between the CDCR Warden and the Sheriff of the County where the Camp is located. This would include, but is not limited to; notification timeframes, incident command, mutual aid, intelligence sharing, etc.
- (c) The CDCR shall notify the Orange County Sheriff's Department during the initial notification process.
1. After the [REDACTED] the CDCR Incident Commander (Warden) and the Orange County Sheriff shall evaluate the need for the continued presence of CDCR. This decision shall be based on the intelligence received regarding the offender's whereabouts/escape route.



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(d) [REDACTED]  
[REDACTED]

#### 7202.15 ORANGE COUNTY INMATE DEATH

- (a) The death of an Orange County inmate transferred to the custody of another jurisdiction/agency and is physically under their custody and care, will not be considered an In-Custody Death. For further details see CDCR Fire Camp Contract signed by Board of Supervisors on June 28, 2022.
- (b) In the event of a death of an Orange County Inmate participating in the Conservation Camp Program, the CDCR will immediately notify the Watch Commander at TLF, or their designee. CDCR shall also notify the local coroner and local law enforcement where the death occurred via telephone and shall have the cause and circumstances of the death reviewed by the coroner of the jurisdiction where the death occurred.
  - 1. A certified copy of the death certificate, the County Offender (Inmate) Camp File (OCF) and medical records will be forwarded to the Orange County Sheriff's Department. Upon receipt of the records, the Department shall forward the documents to the following schedule:
    - i. Any medical records will be forwarded to Correctional Health Services (CHS).
    - ii. [REDACTED]  
[REDACTED]
  - 2. The CDCR shall furnish all information requested by the Orange County Sheriff's Department and follow the instructions of the Orange County Sheriff's Department with regard to disposition of the body.
  - 3. The Orange County Sheriff's Department will notify the designated next of kin of the deceased offender, if any, as soon as practical after death.
- (c) CDCR shall not be responsible for expenses relative to any necessary preparation, storage, shipment, and disposal of the body.
- (d) CDCR contacts include:

■ [REDACTED]  
■ [REDACTED]

#### 7202.16 CONSERVATION CAMP PROGRAM REMOVAL OR RETURN OF INMATES

- (a) Male inmates assigned to CCP will be returned to [REDACTED] [REDACTED] Deputy and transported to the IRC no less than thirty (30) days prior to their sentence ending date.
- (b) All Female inmates assigned to CCP will be returned to [REDACTED] [REDACTED] up by Orange County Sheriff's Transportation and transported to the IRC no less than thirty (30) days prior to their sentence ending date. This will be coordinated by the CCP Deputy.

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1. The CDCR will require the Orange County Sheriff's Transportation Deputy or CCP Deputy to sign a CDCR Form 123 (Body Receipt), acknowledging delivery and transfer of custody of the inmate back to Orange County custody.
- (c) The Orange County Sheriff's Department will provide Orange County Jail issued clothing to the inmate prior to returning to the IRC.
- (d) Inmates returning to Orange County with any property item deemed to be in conflict with OCSD policy regarding inmate property will have such property item placed on the inmate's Property unless the item is an opened food or beverage item, in which case the item will be discarded.