

Oregon Department of Forestry
Incident Resource Agreement
2026-2029



Appendix Fourteen (14) – SECURITY
RESOURCE DUTIES, QUALIFICATIONS, COMPENSATION, &
INVENTORY

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A.1 - General Description of Duties

Security personnel provide non-law-enforcement security services to support the safe and orderly operation of the Incident Command Post (ICP), fire camp areas, outlying access roads, and equipment staging locations. Duties may include, but are not limited to, the following:

A.1.1 – Required Services

Security personnel must perform the following services as directed by the State:

A.1.1.1 - Patrol and Access Control

- a) Conduct foot and vehicle patrols of designated Incident facilities, fire camp areas, staging areas, and access roads.
- b) Monitor and control access to restricted areas.
- c) Screen individuals to verify authorization for entry into Incident facilities and restricted zones.

A.1.1.2 - Safety and Incident Monitoring

- a) Respond to issues involving trespass, disorderly conduct, or similar disturbances.
- b) Observe, identify, and report violations of safety rules, including but not limited to:
 - possession or use of illegal drugs or alcohol
 - dangerous weapons
 - suspected criminal behavior
- c) Maintain situational awareness and promptly report hazards or suspicious behavior.

A.1.1.3 - Documentation and Reporting

- a) Document security-related activities and events using an approved log.
- b) Capture photo or video evidence when available and appropriate.
- c) Attend and report for daily briefings with the Logistics Section Chief (LSC) or their designee.

A.1.1.4 - Public Interaction

- a) Provide courteous assistance to the public, including answering general questions or directing individuals to the appropriate point of contact.

A.1.1.5 - Additional Duties

- a) Perform other related security tasks as assigned and approved by the State.

A.1.2 – Limitations of Authority

Security personnel may **not** act in a law enforcement capacity. Their role is strictly observational and preventative. Accordingly:

- a) Security personnel may inform individuals of applicable rules, restrictions, and safety requirements;
- b) Security personnel will not arrest or physically detain individuals, except when necessary to prevent imminent loss of life or serious bodily injury;
- c) All violations, criminal behavior, or safety concerns must be reported immediately to security personnel or agencies possessing law enforcement authority.

A.1.3 – Services Not Included

The following services are expressly excluded from the scope of this Agreement:

- a) Carrying, possessing, or using firearms or defensive equipment (e.g., pepper spray, handcuffs, batons);
- b) Restraining, detaining, or apprehending individuals;
- c) Conducting bodily or personal property searches;
- d) Confiscating illegal or prohibited substances;
- e) Patrolling Adults in Custody (AIC) camp areas unless specifically requested by the State;
- f) Using detection animals for explosives, narcotics, or similar detection functions.

A.2 – Security Manager

The Security Manager is responsible for organizing, directing, and supervising all Security Unit operations. This position provides oversight and coordination of safeguards necessary to protect Incident personnel, facilities, equipment, and property from loss, damage, or unauthorized activity. The Security Manager may supervise multiple Security Specialists and/or contracted Security personnel assigned to the Incident.

Responsibilities include establishing security priorities, ensuring appropriate staffing, coordinating with cooperating agencies, implementing Incident security plans, and ensuring compliance with all State and Incident-specific security policies and procedures.

A.3 – Training and Qualifications

A.3.1 – Required Certifications

All Security personnel and entities providing services under this Agreement must meet the following certification requirements:

- a) **Private Security Entity Licensing**
All Private Security Entities must maintain a current and valid license issued by the Oregon Department of Public Safety Standards and Training (DPSST).
- b) **Unarmed Private Security Specialist Certification**
All individuals performing duties as Unarmed Private Security Specialists must hold a current DPSST Private Security Unarmed Professional Certification.

c) **Unarmed Private Security Manager Certification**

Individuals serving in a supervisory capacity as Unarmed Private Security Managers must hold a current DPSST Private Security Supervisory Manager Certification.

A.3.2 – Reference Standards

The following statutes, rules, and programs govern the qualifications and conduct of Private Security personnel:

- a) [OAR 181A.855 – Qualifications for Private Security Providers](#)
- b) [OAR 259-060-0015 – Duties, Exemptions, and Prohibited Acts](#)
- c) [DPSST Private Security Program – Applicable rules, policies, and training standards issued by DPSST](#)

A.4 – Supervision

The Security Manager and all Security personnel report to the Logistics Section Chief (LSC) and functions within the Logistics Section.

A.5 - Rates and Compensation

A.5.1 – Wet Rates

Rates provided by Resource Provider, and approved by the State, are understood to be ‘Wet’ Rates. Wet Rates include:

- a) Equipment
- b) Vehicles;
- c) Security personnel and drivers;
- d) Fuel, and
- e) All required maintenance.

Unless modified under **Section A.6 - Exceptions**, payment shall be made at the agreed-upon rates.

A.5.2 – Daily Rates

A.5.2.1 – Daily Rates apply when the Security personnel is ordered by the State and placed On-Shift.

A.5.2.2 – On-Shift Definition

On-Shift includes:

- a) Time the Security personnel is performing work;
- b) Time the Security personnel is held or directed to remain in a state of readiness;
- c) Time the Security personnel spend in Operational Period briefings;

- d) Mobilization activities (Check-in time); and
- e) Compensable travel that has a defined start and end time.

A.5.3 - Compensation

A.5.3.1 – Minimum Hours

Daily Rate payment is based on:

- a) a minimum of eight (8) hours of On-Shift time for two (2) 12-hour positions,
- b) filled by two (2) personnel,
- c) within the 24-hour period of 0100-2400 hours.

A.5.3.2 – Reduced Hours

When On-Shift time totals fewer than eight (8) hours, payment is made at one-half (½) of the agreed-upon Daily Rate.

A.5.3.3 - Extended-Shift Rates

Extended-Shift Rates do not apply to Security personnel, as Security services are provided on a 24-hour basis.

A.5.3.4 - Double-Shift Rates

Double-Shift Rates do not apply to Security personnel, as Security services are provided on a 24-hour basis.

A.5.3.5 – Compensation for Personnel and Travel

Payment shall include compensation for travel and hours worked only for the number of position(s) identified on the Resource Order.

If the Resource Provider elects to rotate or switch out personnel during the Incident:

- a) The State will compensate only the Daily Rate and travel time to and from the Point of Hire for the number of position(s) stated on the Resource Order.
- b) No compensation will be provided for additional mileage, additional personnel, or partial Daily Rates for personnel beyond the positions requested and approved on the Resource Order.

A.5.3.6 – EXAMPLE

If the Resource Order specifies “Security Specialist”, the State will compensate:

- Travel for two (2) personnel, and
- One (1) Daily Rate covering both twelve-hour positions.

A.6 – Exceptions

A.6.1 – Unavailable Resource personnel.

A.6.1.1 – No payment will accrue for any period during which Resource personnel is not available for all or part of the assigned shift.

A.6.1.2 – Payment will be based solely on the hours the personnel works during assigned shift(s), as documented on the shift ticket, compared against the designated shift identified in the Incident IAP.

A.6.1.3 – Resource personnel with working time of fewer than twelve (12) hours is compensated at one-half (½) of the agreed-upon daily rate.

A.6.2 – Failure to Replace Personnel

If Resource personnel cannot be replaced, the personnel may be considered withdrawn by the Resource Provider.

A.6.3 – Voluntary Withdrawal by Resource Provider

If the Resource Provider withdraws personnel, or prior to release by the State, no further payment accrues. The Resource Provider bears all costs associated with returning the personnel to the PoH.

A.6.4 – Mandatory Work/Rest and Length-of-Assignment Compliance

No payment accrues when the Resource is off-shift in compliance with mandatory Work/Rest or Length-of-Assignment provisions. As an alternative to rotating personnel or taking an unpaid mandatory day off, the Resource may be released from the Incident at the discretion of the State.

A.7 - Inventory and Equipment Requirements

SECURITY SERVICES	
☐	Vehicle Company Identification (external, on both driver and passenger sides of vehicle)
☐	Programable Handheld Radio (Q=1 per posted position)
☐	Company Shirt(s), clearly identifiable with Company name on the front (across front or over breast) and 'SECURITY' on the back
☐	Security / Incident Logbook (generic)
☐	Phone with Photo and Video Capabilities
☐	Flashlight with Batteries
☐	First Aid Kit (5 person) (Q=1)
☐	Personal Protective Equipment (PPE) – Vinyl Gloves, Headlamp, Durable Footwear