

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office CSP-Solano/Operations/CALPIA		2. Unit Name/Industry Laundry	
3. Class Title Ind. Sup, P.I. (Laundry)		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 075-421-2109-003		6. Effective Date July 27, 2020	
7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the supervision of the Prison Industries Superintendent I, (Laundry), the incumbent is responsible for the processing of fabrics, receipt and shipment of laundry, and the analysis of cleaning requirements. In addition, the incumbent supervises inmate workers in the sorting of soiled laundry, washing, extraction, conditioning and drying, finishing, ironing, and the distribution of laundry. Work Schedule: Monday - Thursday, 0600-1600.			
8. Percentage of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)	
45%		ESSENTIAL FUNCTIONS	
30%		Supervises all inmate workers in the Laundry enterprise and other assigned personnel. Assists in the planning and scheduling of labor and the materials and equipment for production. Responsible for quality control, production control, and inventory control. Makes suggestions as to methods analysis, cost control, material research, procurement, and personnel development. Implements the individual components of the Inmate Employability Program (IEP) by training and motivating inmates in the personal development through their participation in the program.	
20%		Coordinates the flow of soiled fabrics to finished products. Make recommendations to increase production efficiency and product quality. Keeps records on output and makes quality inspections.	
5%		Supervises inmate crews of various sizes; maintaining discipline, good housekeeping, attendance, and security. Writes reports and recommends pay increases/decreases.	
		MARGINAL FUNCTIONS	
		Holds safety meetings and other duties as assigned including custodial searches, shakedowns, and inmate counts.	
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10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME Tony Aston		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KM 9/30/2020			

<p>8. Percentage of time performing duties:</p>	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Continued from Front Page.)</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p style="text-align: center;">SEE DUTY STATEMENT ADDENDUM BELOW</p>
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**DUTY STATEMENT ADDENDUM
LAUNDRY STAFF**

1. LOADING/UNLOADING VEHICLES:

Upon the arrival of any truck delivering laundry, Tower 15 is notified by laundry staff or custody staff to open the laundry gate allowing the truck to back up to the dock. While the laundry gate is open, staff and or Correctional Officers are physically located on the back docks ensuring no unauthorized person(s) enter the laundry area.

2. UNLOADING:

As soiled laundry carts are unloaded and wheeled to the wash area, staff and Correctional Officers are present to supervise the process. When unloading is complete, the truck/trailer is washed out (sanitized) and prepared for the loading of clean laundry. A maximum of five inmates is authorized on the dock during unloading of a truck. All other workers are required to be inside the laundry building.

3. LOADING:

Before clean laundry carts are loaded, all carts are removed from locked staging area and checked by Correctional Officers by reaching into carts to ensure contents. As carts are searched, they are immediately loaded onto the truck/trailer under direct supervision by laundry Correctional Officers and staff. At no time is the load left unsupervised. If there is a delay for completion of a load, the truck is immediately padlocked by officers until remaining laundry can be finished, loaded and locked again. A load slip, which is controlled and maintained by custody staff, is then signed by an officer and given to the driver to be forwarded to the CSP-Solano sally port. Finally, when loading is complete, one of two delivery scenarios occurs. The California Medical Facility or Sonoma State Hospital run which are both off grounds deliveries.

4. For California Medical Facility, once the truck is loaded and locked using the procedures above, a process initiated by laundry staff and officers moving all inmates into a centralized area of the laundry is performed. This area is the hallway where inmates are processed in when reporting for work. At that time, both laundry officers do a physical count of all laundry inmates. When the count is completed, staff or an officer informs the truck driver the count is clear, and Tower 15 is notified to open the gate for the truck to proceed to California Medical Facility. Not until the truck has left the laundry and gates are closed will inmates be released from the hallway to their work area. This truck is used for institutional use only regarding laundry deliveries, and is returned to the PIA Warehouse empty each day.

5. The Sonoma State Hospital trailer is unloaded using the aforementioned procedure. The loading procedure is similar except that when the trailer is loaded at days end, locked with the signed load slip inside, it remains at the dock through four institutional inmates counts prior to being picked up at approximately 6 AM the next day. When inmates are processed out at conclusion of shift, a complete unclothed body search and physical count are done to ensure accountability. No inmates are permitted to enter the laundry for work in the morning until the Sonoma trailer has departed.

6. CSP-Solano laundry, which is delivered/received from facilities ½, ¾, utilizes the same procedures for loading and unloading. Since the truck does not leave the institution for deliveries to these facilities, there is no physical count conducted after loading is complete.

NOTE: In the event of an alarm or institutional need that would require the officer to be detained during the loading process, the truck/trailer will be immediately locked. When laundry Correctional Officers are able to resume their duties, the remaining carts will be completed.

I have read the above Duty Statement Addendum for loading/unloading vehicles and understand it to be a part of my assigned work duties.

_____ Supervisor (Print Clearly)	_____ Date	_____ Supervisor Signature
_____ Employee (Print Clearly)	_____ Date	_____ Employee Signature