CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

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☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J. Donovan Correctional Facility		030-217-9001-001			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Fire Captain (CF)			
		WORKING TITLE			
Associate Warden of Business Services Institutional Firehouse		Fire Captain (CF			
		TIME BASE / TENURE	CBID	WWG	COI
			R06	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT			EFFECTIVE DATE
480 Alta Road, San Diego, CA	7/1/2024				

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Under supervision of the Correctional Institution Fire Chief, to perform fire prevention and suppression activities in a State correctional institution; to promote acceptable attitudes and behavior of incarcerated workers under supervision; and to do other related work.

Operate fire engines, auxiliary equipment, and rescue equipment; inspect, maintain, and recharge fire extinguishers; conduct safety and fire inspections; inspect and test fire sprinklers, standpipe, and fire alarm systems; conduct regular, periodic fire drills; maintain written logs on all inspections; perform maintenance, training, and drills; issue citations for safety violations; write inspection reports and make recommendations for the correction of deficiencies; investigate fires to determine causes and make recommendations regarding preventive measures; train staff in fire and life safety; train fire fighters in all aspects of first aid, fire prevention, fire suppression, rescue, equipment operation, equipment maintenance, etc.; supervise incarcerated worker fire fighters in daily routine and fire suppression and prevention; supervise incarcerated workers in general fire station housekeeping and upkeep of the surrounding grounds; operate appropriate communication equipment; drive fire apparatus during off-grounds mutual aid responses; and maintain records and prepare reports regarding all fire prevention and suppression activities.

GENERAL STATEMENT

Under the supervision of the Institutional Fire Chief, the Fire Captain (CF) will operate and maintain fire department equipment and alarm systems; recharge fire extinguishers; conduct fire drills; investigate fires; report fire safety violations; respond to institutional emergencies; and train staff in fire and life safety. This position has the direct supervision and training of incarcerated workers in fire prevention and suppression and general housekeeping of the fire station; The Fire Captain (CF) will maintain incarcerated worker firefighter records and evaluate performance. The Fire Captain (CF) will write reports and make recommendations for correction of deficiencies; maintain inspection logs; and attend staff meetings and training as necessary. Duties include but are not limited to the following:

% of time performing duties	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.
30%	Operate and maintain equipment including fire engines, rescue equipment, standpipe and alarm system; maintain and recharge fire extinguishers; operate fire equipment during off-grounds mutual aid response incidents.
30%	Conduct arson investigations and fire safety inspections; conduct periodic fire drills throughout the institution; investigate fires to determine cause; report fire safety violations as appropriate; train staff in fire and life safety.

30%	Provide training to incarcerated worker firefighters in fire suppression and prevention techniques. Conduct fire simulation classes; provide training to incarcerated workers on general housekeeping of the fire station and equipment maintenance; maintain records of incarcerated worker participation and training.
10%	Write inspection reports and make recommendations for correction of deficiencies; maintain written logs on inspections; make recommendations regarding preventative measures; prepare records and reports of fire suppression and prevention activities; attend staff meetings and participate in training as necessary; perform other duties as needed. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. Persons appointed to this class are required to complete a training course in arrest and firearms as mandated by Penal Code 832. Successful completion of this training program is a requirement for permanent status as a Fire Captain (CF).

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated workers, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE