



CALIFORNIA DEPARTMENT OF CORRECTIONS

PELICAN BAY STATE PRISON

FIRE DEPARTMENT

POST ORDER

394-217-8976-001

FIRE CHIEF, CF

POLICY

California Department of Corrections Operations Manual Section 51040.1 establishes that all Wardens and Health Care Managers shall ensure that post orders are completed for all posted positions within the facility. A post order acknowledgment form is attached to each post order and shall be utilized to verify that staff assigned to that post have read and are familiar with the post orders. The post order acknowledgment form shall be signed when the employee assumes a post that the employee has not recently (within three months) or has not previously worked. It is the staff member's responsibility to read post orders and resource manual for each assigned post and be familiar with those duties and responsibilities.

GENERAL POSITION DESCRIPTION

DIVISION	Business Services	REGULAR DAYS OFF	Saturday/Sunday/Holidays
POST DESCRIPTION	Fire Chief	POST RELIEF	
POST NUMBER		DIRECT SUPERVISOR	Associate Warden Business Services
HOURS OF DUTY	0700-1500	INDIRECT SUPERVISOR	

AREA OF RESPONSIBILITY

Your specific areas of responsibility include, but are not limited to:

- Supervision of Fire Department

GENERAL DUTIES AND RESPONSIBILITIES

Directs staff and incarcerated persons (IPs) in fire prevention and firefighting activities. Takes command at the scene of a fire and directs firefighting, rescue, and evacuation operations. Investigates causes of fire; gathers evidence and prepares reports for arson prosecution. Assesses and prepares drainage cost estimates. Supervises the care, maintenance, and proper operation of firefighting/emergency equipment and the fire station. Supervises Fire Department personnel and rates their performance.

Directs a training program for Fire Captains and IP Firefighters using the State Fire Marshal's recommended training programs.

Works with the Office of the State Fire Marshal in fire prevention activities. Cooperates with the Office of Emergency Services and the local agencies under the terms of mutual aid agreements with those agencies. Directs correctional facility fire forces on fires outside the facility.

Prepares operating expense and equipment replacement budget recommendations and justifications for the Fire Department.



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PQST ORDER

394-217-8976-00I

FIRE CHIEF, CF

SPECIFIC DUTIES AND RESPONSIBILITIES

Investigates fire safety complaints by staff or IPs. Makes regular and frequent inspections of the correctional facility for fire and safety hazards; notes, reports on, and makes recommendations to correct health hazards and unsanitary conditions; develops procedures and provides technical assistance for the safe use, storage, and disposal of hazardous substances and equipment. Supervises the inspection of all firefighting/emergency equipment throughout the correctional facility including the testing of automatic sprinklers and fire alarm systems.

Serves as a member of the facility Space Committee. Reviews all plans for building additions, alterations, and new construction for compliance with fire, life, safety laws, and regulations and ensures projects are performed according to California State Building and Fire Code.

Takes periodic counts of IPs under supervision. Searches IPs for contraband and weapons. Inspects the firehouse for contraband. Reports infractions of rules and regulations and irregular or suspicious activities, and takes or recommends appropriate action. Prevents escapes and injury to IPs and damage to property. Promotes acceptable attitudes and behavior of IPs under supervision. Rates IPs on conduct and productivity, keeps records and prepares reports.

POST EQUIPMENT

- Keys
- Cell Phone
- Radio

Employee

Date

Associate Warden
Business Services

Date

LAST Revised:

October 22, 2026