DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A	
Position No: 573-205-8990-[007]	**Date:**
Class: Firefighter/Security Officer	**Name:**

Under direction of the Chief, Firefighter/Security Officer and under the lead direction of the Captain Firefighter/Security Officer, the Firefighter/Security Officer is responsible for the overall enforcement of ordinances, laws, codes, policies and procedures necessary for the protection of persons and property within the jurisdiction of the Veterans Home of California, Yountville. Perform limited firefighter functions within the jurisdiction of the facility.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Enforce Departmental and Administrative Directives of the Veterans Home of California, Yountville. Enforce all applicable Federal, State and local laws, codes, and ordinances as well as all applicable California Department of Veterans Affairs (CalVet) policies, rules and procedures. Issue citations, detain persons as indicated. Documentation of incidents on Incident/Crime Reports, etc. Ensure security of facility by mobile patrol (to include Vehicle, Bicycle and Segway), foot patrol, provide for control of contraband by constant observation while on patrol and while responding to emergency calls.
25%	Ensure fire life safety and security of facility during patrols and calls for service. Monitor for fire life safety hazards and preparedness. Examples include fire extinguisher checks, hazardous smoking behavior, checking for road and walkway hazards, and monitor night lighting.
20%	Respond to emergency calls for Fire, Medical Aid, and Crimes in progress. Coordinate with allied agencies. Monitor for resident, employee, or visitor inappropriate behaviors; de-escalate situations. Conduct investigations of complaints of alleged incidences such as theft, assault, injury, misconduct, property damage, and violations of Veterans Home policies. This requires maintaining liaison with various allied agencies.
10%	Investigate crimes and incidents, interview witnesses, and prepare written Incident/Crime reports (Assault, Theft, Burglary, etc.).
5%	Initiate, evaluate, document, and provide feedback on fire drills.
5%	Assist staff with crisis intervention services as needed with residents, visitors, and employees. Will assess and request the need for allied agency assistance. Work cooperatively with allied agencies.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Patrol; inspect; assess people; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Patrol; inspect; assess people; listen to radios, phones; communicate with Administrations, department managers, department staff; provide verbal feedback.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone and radio; interact in meetings; relay directions in emergencies.					X
WALKING: During patrols.				X	
SITTING: Car patrol; workstation.				X	
STANDING: Patrol.			X		
BALANCING: Patrol.			X		
CONCENTRATING: Patrol; investigations; assess/evaluate situations; report writing.					X
COMPREHENSION: Evaluate situations, investigations and act accordingly, direct staff.					X
WORKING INDEPENDENTLY: Independent action while on shift; use sound judgment.					X
LIFTING UP TO 10 LBS: Duty belt and weapons; Inspections; carry equipment.					X
LIFTING 10 - 25 LBS: Inspections; carry equipment.		X			
LIFTING 25 - 50 LBS: Equipment; rescues; evacuations.		X			
FINGERING: Radios; impact weapon; chemical agent; computers; keys; phones; vehicles; etc.		X			
REACHING: Inspections; while driving; while mitigating issues.		X			
CARRYING: Duty gear and equipment.		X			
CLIMBING: Stairs; hills; uneven ground; sufficient to perform the duties of the position; while mitigating issues.			X		
BENDING AT WAIST: Inspections; while mitigating issues.		X			
KNEELING: Inspections; while mitigating issues.		X			
PUSHING OR PULLING: While mitigating issues; assist residents.		X			
HANDLING: Radio; steering wheel; weapons; persons; impact weapon; chemical agent; etc.		X			
DRIVING: Patrol vehicles; sufficient to perform the duties of the position.				X	
OPERATING EQUIPMENT: Bike; Segway; weapons; etc.		X			
WORKING INDOORS: In various structure types.			X		
WORKING OUTDOORS: In improved and unimproved areas and varying weather conditions.			X		

WORKING IN CONFINED SPACE: Enclosed office environment; building, vehicle, other non-permitted confined space.			X		

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature_____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____