CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
Ironwood State Prison	444-217-9901-xxx			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Fire Captain, Correctional Institution			
	WORKING TITLE			
	Fire Captain (CI)			
Division of Adult Institutions / Facility Operations	TIME BASE / TENURE	CBID	WWG	COI
	FT/Perm	R06	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Blythe, California				

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

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

CALIFORNIA MODEL

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The CDCR and 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 and CCHCS are proud to foster inclusion and representation at all levels of both Departments.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under supervision of the Fire Chief, to perform fire prevention and suppression activities in a correctional institution; to promote acceptable attitudes and behavior of incarcerated people under supervision.

% 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.
25%	Operate fire engines, auxiliary equipment, and rescue equipment. Conduct safety and fire inspections; 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.

25%	Supervise incarcerated fire fighters in daily routine and fire suppression and prevention; conduct random unannounced inspections throughout the day, supervise incarcerated people in general fire station housekeeping and upkeep of the surrounding grounds.
20%	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.
20%	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.
10%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend and participate in mandated and appropriate In-Service Training and Fire/Life Safety training to maintain proficiency and certification of job classification requirements.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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 timeline 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