CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER		MCR / HCR
California State Prison, Salinas Valley State Prison	936-210-1441-960		X
DIVISION / UNIT	CLASSIFICATION TITLE		
	Office Assistant (General)		
	WORKING TITLE		
	Fire Watch Personnel		
	TIME BASE / TENURE: FT/LT	CBID: R04	WWG: 2	COI: Yes ☐ No ☒
LOCATION	INCUMBENT	EFFECTIVE DATE	
Complex I (R&R, CTC, A-VOC AND B-VOC)			

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 the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

DIVISION OVERVIEW

Under the close supervision of the Watch Commander, the Office Assistant (General) will function as Fire Watch Personnel, with responsibility to patrol and monitor their assigned areas in Complex I (R&R, CTC, A-VOC and B-VOC) and report occurrences of fires. Incumbents will visually inspect assigned areas for the duration of their assigned shift, record and report progress of the inspections.

GENERAL STATEMENT

Under the close supervision of the Watch Commander, the Office Assistant (General) will function as Fire Watch Personnel, with responsibility to patrol and monitor their assigned areas in Complex I (R&R, CTC, A-VOC and B-VOC) and report occurrences of fires. Incumbents will visually inspect assigned areas for the duration of their assigned shift, record and report progress of the inspections.

% 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.
35%	Perform visual inspections of assigned areas within a correctional, secured area to determine the presence of fires. Activate fire alarms and suppression systems when required or necessary, in the occurrence of a fire. Make all notifications as outlined in the institutional fire watch operational procedures.
35%	Gather data for the purpose of recording instances of inspection and occurrences of any fire, life, or property hazards and document on the Fire Watch Log. Maintain accurate records of all buildings and facilities inspected during assigned shifts. Upon conclusion of each shift, submit Fire Watch Log records to designated personnel as outlined in the institutional fire watch operational procedures.
25%	Obtain and utilize designated fire watch cellular phone or other designated communication device. If needed, utilize landline communication to establish communication with contacts outlined in the institutional operational procedures. Obtain and utilize keys to gain access to assigned areas within a correctional, secured area. If necessary, seek assistance from other personnel to gain access to secured areas as to determine the presence of smoke and fire.
5%	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. Other duties as required related to fire watch.

SPECIAL PERSONAL CHARACTERISTICS

- Ability to walk/search all assigned areas of Fire Watch; including climbing stairs, hills, slopes, uneven terrain, open and close heavy doors, as necessary to access all assigned areas.
- Ability to stand/walk for hours at a time with minimal sitting.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences of error may result in significant harm to staff and the incarcerated population in the event of an unreported occurrence of smoke and fire. Additionally, failure to perform tasks may result in violation of various policies, procedures, laws, and regulations.

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

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DIVISION / UNIT	CLASSIFICATION TITLE: Office Assistant (General)			
	WORKING TITLE: **Fire Watch Personnel**			
	TIME BASE / TENURE: FT/LT	CBID: R04	WWG: **2**	COI: Yes ☐ No ☒
LOCATION: Complex II (TC1, TC2, C-VOC AND D-VOC)	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

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GENERAL STATEMENT

Under the close supervision of the Watch Commander, the Office Assistant (General) will function as Fire Watch Personnel, with responsibility to patrol and monitor their assigned areas in Complex II (TC1, TC2, C-VOC and D-VOC) and report occurrences of fires. Incumbents will visually inspect assigned areas for the duration of their assigned shift, record and report progress of the inspections.

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