

## EDITED KSAPC LISTING

### CLASSIFICATION: FIRE CAPTAIN, CORRECTIONAL INSTITUTION

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
<i>Knowledge of:</i>	
K1.	Advanced knowledge of the use and upkeep of motorized fire-fighting equipment (e.g., engines, patrols, command, etc.), to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.
K2.	Advanced knowledge of modern fire-fighting methods used to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.
K3.	Advanced knowledge of tools and equipment, (e.g., structural, wildland, medical, etc.), to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.
K4.	Advanced knowledge of methods used in protecting property against fire order to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.
K5.	Comprehensive knowledge of First Aid (e.g., bandaging, splinting, wound care, etc.) to protect life and health of staff, inmates/youthful offenders, visitors and the public.
K6.	Basic knowledge of State and Federal rules and regulations pertaining to fire prevention inspections (e.g. fire systems, hazard reduction, visual inspections, etc.) and fire safety in a State correctional institution to ensure compliance with State and Federal regulations.
K7.	<b>Comprehensive knowledge of rescue techniques, (e.g., auto extrication, confined space, trench rescue, etc.), to maintain a safe operation and/or mitigate an incident.</b>
K8.	<b>Comprehensive knowledge of maintenance of power operated equipment (e.g., generators, pumps, saws, etc.), to maintain the safe operation of equipment.</b>
K9.	<b>Basic knowledge of Institutional and mutual aid response areas and resources (e.g., apparatus, water supplies, communications equipment, etc.), in order to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.</b>
K10.	<b>Basic knowledge of Homeland Security, (e.g., Weapons of Mass Destruction, (WMD), Terrorism, etc.), in order to maintain a safe operation and/or mitigate an incident.</b>
K11.	<b>Comprehensive knowledge of emergency response procedures to natural disasters, (e.g., floods, earthquakes, fires, etc.), in order to maintain a safe operation and/or mitigate an incident.</b>
K12.	<b>Comprehensive knowledge of medical care, (e.g., Cardio Pulmonary Resuscitation, Automatic External Defibrillator, basic life support, etc.) to safely respond and render medical aid.</b>
K13.	<b>Basic knowledge of facility buildings/designs and grounds (e.g., location/type of fire suppression system, plot plans, utility locations, etc.) to effectively aid in the suppression/rescue operations during an emergency.</b>

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<b>Knowledge of:</b>	
K14.	<b>Basic knowledge of correctional institution policies, procedures, practices, purposes and methods of discipline (e.g., CDCR 128A/B or CDCR 115 RVR) to document inappropriate inmate behavior.</b>
K15.	<b>Basic knowledge of firearms as it applies to the safe operation, handling, and weapon control, while in the performance of their duties.</b>
K16.	<b>Basic knowledge of principles and methods of conducting fire investigations to determine the cause and origin of fires.</b>
K17.	<b>Basic knowledge of the proper use, handling and storage of hazardous materials to ensure compliance with state and federal regulations and to create a safe work environment.</b>
K18.	<b>Advanced knowledge of modern fire-fighting apparatus, (e.g., engines, patrols, command, etc.), to protect life, property, and environment against fire or hazards and maintain a safe operation and/or mitigate an incident.</b>

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KSAPC Statements	
<b>Ability to:</b>	
A1.	Ability to control, direct and instruct inmates/youthful offenders individually and in groups in order to provide control, instruction, and direction in the inmate's daily activities in accordance with policy and procedures.
A2.	Ability to train others in fire prevention, suppression and rescue work in order to provide for the safety and security of the institution in accordance with established standards and directives.
A3.	Ability to interpret and enforce institution rules and regulations with firmness, tact and impartiality in order to ensure the safety and security of the institution in accordance with established standards and directives.
A4.	Ability to evaluate the conduct and production of inmates/youthful offenders accurately and impartially to ensure the completeness of their work and provide guidance in accordance with established standards and directives.
A5.	Ability to analyze situations in order to recommend and/or take effective action, prevent reoccurrence, and ensure the safety and security of the institution in accordance with established standards and directives.
A6.	Ability to investigate fires to determine their cause and origin in to ensure the safety and security of the institution in accordance with established standards and directives.
A7.	Ability to prepare cost and damage estimates in order to provide information to Fire Chief and/or institutional staff.
A8.	Ability to review and understand construction plans for conformance with safety principles to ensure safety and security of the institution in accordance with established standards and directives
A9.	Ability to keep simple records and prepare reports—ensure compliance with rules, codes, standards, laws, regulations, guidelines, etc., and provide for the safety and security of the institution in accordance with established standards and directives.
A10.	Ability to communicate effectively relay information to staff, inmates, the public, and other agencies/resources to ensure understanding of all directions, rules, codes, standards, laws, regulations, etc., in order to ensure the safety and security of the institution.
A11.	<b>Ability to inspect fire protection systems (e.g., sprinkler, alarm, hydrant, standpipe, etc.) to ensure compliance with State and Federal Uniform Building and Fire Codes.</b>
A12.	<b>Ability to effectively follow the Equal Employment Opportunity Program to maintain a work environment free of violence, harassment, discrimination, etc., in compliance with all directions, rules, codes, standards, laws, regulations, guidelines, etc.</b>
A13.	<b>Ability to follow directions (e.g., laws, rules, regulations, operational procedures, verbal instructions, etc.) to effectively interpret and apply instructions to accomplish assigned duties and meet the goals and objectives of the department.</b>

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>Ability to:</b>	
A14.	<b>Ability to manage emergency incidents (e.g., fires, medical, rescue, mutual aid, hazardous materials, etc.) to prevent loss, escalation of injuries, and/or death, and provide safety and security of the institution in accordance with established standards and directives.</b>
A15.	<b>Ability to operate fire department equipment and tools (e.g., apparatus, generators, axes, pike poles, ladders, etc.) for safe operation, to maximize efficiency, and/or mitigate incidents, to provide safety and security of the institution and in accordance with established standards and directives.</b>
A16.	<b>Ability to use proper lifting techniques (i.e., using bent knees, straight back, and lift with legs, etc.) to prevent injury in accordance with established standards and directives.</b>
A17.	<b>Ability to maintain cooperative relationships with people, organizations, and agencies to effectively meet the needs of the institution and promote and maintain positive public relations.</b>
A18.	<b>Ability to mitigate emergency incidents (e.g., fires, medical, rescue, mutual aid, hazardous materials, etc.) for property conservation, escalation of injuries, and/or death, to provide safety and security of the institution and in accordance with established standards and directives.</b>
A19.	<b>Ability to understand and comprehend orders and directives (e.g., written and oral) in order to perform daily activities in accordance with established standards and directives.</b>
A20.	<b>Ability to perform arduous activity (e.g., fighting fire, lifting/moving equipment, positioning hose lines, forcible entry, etc.) in order to accomplish emergency response.</b>
A21.	<b>Ability to have visual acuity sufficient to perceive, recognize, and respond to various situations (e.g., fires, hazardous materials, medical emergencies, etc.).</b>
A22.	<b>Ability to effectively hear in order to protect oneself and others from potential harm (e.g., radio/verbal commands, structural noise, cries for help, etc.) while in the course of assigned duties.</b>
A23.	<b>Ability to use both hands and both feet (e.g., driving, climbing, lifting, etc.) in order to accomplish assigned tasks.</b>

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	<b>Skill to maintain fire department equipment (e.g., apparatus, tools, generators, etc.) to maximize efficiency, mitigate incidents and provide safety and security of the institution.</b>
S2.	<b>Skill to effectively operate all communication devices (e.g., computers, radios, telephones, etc.) to ensure compliance with established standards and directives.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Emotional maturity and stability
PC2.	Sympathetic and objective understanding of persons under restraint
PC3.	Satisfactory record as a law-abiding citizen
PC4.	Leadership
PC5.	Tact
PC6.	Courage
PC7.	Normal use of both hands and feet
PC8.	Physical strength and agility
PC9.	Weight in proportion to height