

California, State prison, San Quentin,

EDUCATION DEPARTMENT

/
JOB DESCRIPTION
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↑
MANUAL //

January 1954

(Gist from F.T. Malm)

Larry Hall

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In order to further the efficiency and understanding of the workings of the Education Department, with its many overlapping lines of procedure and authority --- this manual has been prepared.

To properly allocate work, and to plot a smooth form of organization, the manual is a step towards development of detailed procedures on all inmate functions in the Education Department. It provides a reference for supervisors, with information showing an analysis of all functions of any one position, and the requirements to fulfill that position. With this manual, proper placement of personnel can be realized, providing detailed information for the proper indoctrination of same.

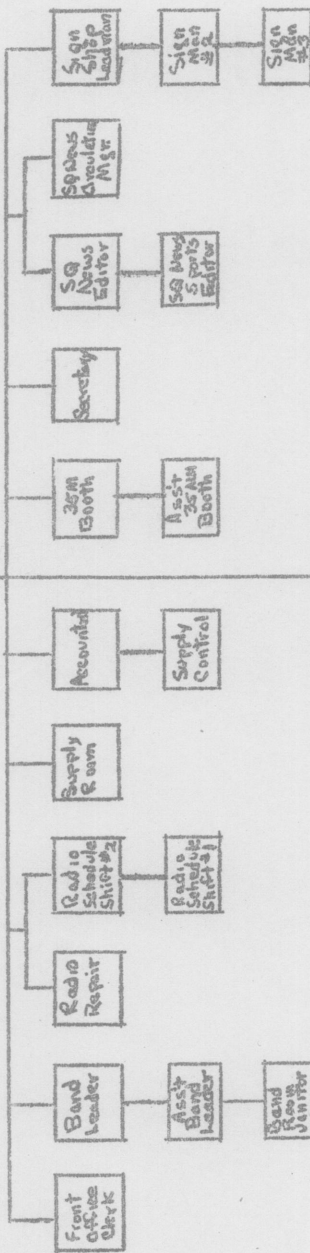
As it assists the employer, this manual is also aimed at helping the inmate on the job, providing a sound basis for the development of a more democratic form of organization among the inmate assignees. It will apprise him of his functions and responsibilities.

Each section of the manual pertaining to individual departments has been set-up by that department's supervising head, along with individual charts for each supervisor's line of authority. Also included are inmate positions and job descriptions, embracing duties, requirements, qualifications, custodial specifications, assigned hours, and compensation, if any.

It is hoped that all concerned will benefit from the manual, taking new cognizance of the duties and responsibilities of the tasks they are assigned, knowing only that as each operation runs smoothly, so does that position directly linked to them

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Supervisor Prison Education



AVA Film Control

Legend

— Supervising Authority

----- Line of Succession

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DUTIES:

The inmate assigned to this position is responsible for the proper functioning of the 35 M.M. Projection Booth in the North Dining Hall. He shall prepare the film for showing such as 16 M.M. Features on Tuesday and Wednesday Evening, Educational films to the Guidance Center at 1:30 P.M. Wednesday afternoon, and the 35 M.M. Features on Friday Evening, Saturday afternoon and Evening and Sunday afternoon and evening.

He is responsible for the care of the equipment, cleaning same after each showing, checking amplifiers for defects, repairing and replacing tubes when necessary. He should check the film, making splices when necessary, placing cue marks, and checking for bad sprocket holes, etc. He should periodically check the generator and keep it in good running condition. He should also keep the projection booth in a clean and orderly condition.

He must also supply dinner music to the North Dining Hall during meals, and also before and after the showing of the films.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be an experienced 35 M.M. Projector operator and a 16 M.M. Operator. He should have good eyesight for focus, and a good ear for sound and tonal quality. He should have some knowledge of the equipment he is working with in order to make minor repairs when necessary, also to replace parts and tubes that we have on hand and which can be handled without calling the service man.

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Monday and Thursday 8:00 A.M. to 7:30 P.M., the balance of the week 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sundays and Holidays), Cell Count, extensions of time on late unlocks evenings when necessary and at the discretion of the Watch Lieutenant.

COMPENSATION:

Payroll Position #617 - Rate .04, 40 Hours per week
per hour

DUTIES:

The inmate assigned to this position is responsible for assisting the 35 M.M. Leadman in the operation of the booth in the North Dining Hall. He shall pickup the 35 .M. Film at the Front Count Gate on each Friday afternoon and inspect same for broken sprockets and bad splices. He should check and put cue marks on tail of film if necessary.

He assists in the preparation of the projection machines; oiling, cleaning of moving parts, lens and sound movements. Checks the carbon house and inserts new carbons if necessary. Checks the timing and intermittence. He should thread the machine after all of things are done and not before.

Aids in keeping up the maintenance of the amplifier and the generator and cleaning of the Bell-Howe Projectors (16 M.M.)

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have some experience in 35 M.M. projection work and should be an experienced 16 M.M. Operator (in all types of 16 M.M. projectors). He should have good eyesight for focus, and a good ear for tonal quality and sound. He should have a high mechanical ability and aptitude and be able to follow written repair instructions without deviations. He should be able to follow direction and compatible with the ability to get along with the other assignee.

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Monday through Thursday 8:00 A.M. to 4:00 P.M., the balance of the week 8:00 AM. to 10:10 P.M. (9:45 P.M. Saturday, Sunday, and Holidays) Cell Count, extensions of time on late unlock evening when necessary and at the discretion of the Watch Lieutenant.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the preparation of all correspondence and memoranda desired and dictated by the Supervisor of Prison Education. It will be necessary to transcribe this dictation from the dictaphone tapes when given them, averaging two tapes a day. The completed correspondence is placed of the Supervisor Prison Education's Desk the following morning, or upon completion if requested immediately. He shall handle the routine unlock memoranda that is carried on from week to week. Handle special Canteen requests as directed and the preparation of P & A Letters on a mimeograph Form Letter.

He is required to do copy work on General Orders, Special IDC's, etc. Prepares program of any special entertainment for submission to the Warden. Is required to take any hurry up dictation in shorthand from the Supervisor Prison Education and types special notes from books on penology, rough drafts for budget submissions, etc.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 45 to 50 words per minute with accuracy, be able to take shorthand and to transcribe dictation from the dictaphone with the minimum of error. It is required that he be conscientious and take and interest in his work. He should have a sense of integrity and the ability to get along with free personnel and inmates alike.

SPECIFICATIONS:

The inmate on this assigned is required to have at least Medium B Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count, and is included on the Weekend work list.

COMPENSATION:

Payroll Position #318 - Rate .02 per hour, 40 hour week.

DUTIES:

The inmate assigned to this position is the accountant for the Education Department, assisting in preparing the Annual Budget, making all requests for material and supplies and equipment purchases for Education and Religion; Vocational Classes, Handicraft Operation; Athletic and Inmate Band; Radio and Audio Visual, Administrative Printing and Book Binding.

He shall check and maintain all Educational Department Records pertaining to Requests; Purchase Orders; Estimates; S.R.R.'s and Stock Control Records. To assist wherever possible in doing what ever accounting is necessary, as directed, in determining cost and method of operating the Educational Program in this respect or whatever other accounting is necessary or required by the direction of the Supervisor Prison Education.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND SPECIFICATIONS:

The inmate assigned to this position should be a C.P.A. and should be able to do the necessary paper work for budget preparation; percentage allocation of appropriated funds to the various departments. He should be able to type 30 to 40 words per minute accurately, with particular attention to figures, as the assignee is required to prepare all final local requests for material and supplies. He should be neat and accurate about his work, and have a neat penmanship, particularly that the figures are legible.

SPECIFICATIONS:

The inmate assigned to this position should have at least Medium A Custody, to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sundays, and Holidays,), Out Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #89 -Rate - .04 per hour, 40 hour week

SUPPLY CONTROL CLERK A-5

DUTIES:

The inmate assigned to this position is responsible for the accuracy of the Cardex File on supplies on hand in the Education Department Supply Room, pending orders, and orders on which Purchase Orders have been received and approved for purchase. He should post to the cards any Purchase orders that are received, and will post stock received from the S.R.R.'s. Vendors name shall be recorded.

It will be necessary for the assignee to deduct from the cards any stock requested on the regular requisition Forms, these are held to 1:00 P.M. every day and then taken to the Supply Room for filling by the Supply Room Clerk.

He shall assist in the taking of the Fiscal inventory and any other inventories that are taken when and if there is a discrepancy in the records.

It is a duty of this assignment to handle all requests for Office and Household Supplies for the various departments under the aegis of the Classification & Treatment Program. These forms will be submitted in triplicate with the signature of the Department Head. He should make extensions to see that the Department is not over-drawing their allotment.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have some knowledge of the cardex system, and be able to type approximately 35 words per minute with accuracy. His penmanship should be readable and neat. Particular attention should be paid to his ability to write figures, and his mathematics in regard to inventories, extensions, etc.

SPECIFICATIONS:

The inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for receiving and processing new and re-newal subscriptions to the San Quentin News, handling and maintaining the pertinent files and correspondence relating thereto. Operates the addressograph and Graphotype Machines, making the plates and index cards for addresses of subscriptions. Maintains the card file and the plate file. Maintains escape list file and running work orders.

Compiles the Institution mailing list, taking copies from the Webb Duplex Press and routing to the proper Institutional Departments. Runs the addressograph machine in mailing the bi-weekly issues of the San Quentin News.

Maintains a morgue on all back issues for ready reference. Sends out monthly notifications of subscription cancellations. Prepares receipts on all incoming subscriptions, and clearance memos to the Captain's Office, Mail Office, etc. Maintains the aforementioned machines.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type at least thirty words per minute and be of sufficient mechanical aptitude to be able to learn the simple mechanisms of the Addressograph and Graphotype machines. He should be of neat appearance, as this will reflect in the performance of his duties.

SPECIFICATIONS:

A Close Custody inmate may be used on this assignment as there are no unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Cell count and is included on the Weekend List.

COMPENSATION:

Payroll Position #613 - Rate .02 per hour, 40 hour week.

SAN QUENTIN NEWS EDITOR A-7

DUTIES:

The inmate assigned to this position is responsible for the publication of the San Quentin News in that he is responsible for all news copy, feature articles and editorials which subject to the approval of the Associate Warden, Classification and Treatment are printed in the paper. Indicates to the Sports Editor the amount of copy to prepare for the coming issue. Does all makeup and layout on the paper, subject to the Associate Warden's Approval.

Interviews Warden's guests for the paper and accompanies tours on occasion and when requested to by the Warden. Assists in covering the outside meetings to provide coverage in the paper.

The inmate is a member of the Inmate Council by virtue of his position as Editor of the News.

SUPERVISING AUTHORITY:

Associate Warden, Classification & Treatment
Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a working knowledge of the functions of publishing a newspaper. Know how to write copy - lead paragraphs, editorials. Amount of copy per column, insertion of cuts, etc.

The inmate should be personable and able to meet people, knowing how to conduct interviews, giving the interviewed the lead. He should have full knowledge of the Institution and it's functions and be able to explain the various Departments when called upon to do so.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody in order to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Out Count and is included on the Weekend Work List. He will utilize the San Quentin News Office at the Print Shop from 8:00 A.M. to 4:00 P.M. Monday through Friday, using the section in the Education Building at all other times.

COMPENSATION:

Payroll Position #611 - Rate .04 per hour, 40 hour week.

DUTIES:

The inmate assigned to this position shall write all sports copy, news and feature articles for the San Quentin News, covering all Sports events and Gym Activities.

He shall act as the San Quentin News contact with the Supervisor of Recreation and his inmate assistants. Interviewing guests attending athletic functions and generally cooperating with any assistance necessary the Athletic program.

Under the direction of the inmate editor, shall assist in all phases of the operations of the San Quentin News.

SUPERVISING AUTHORITY:

Associate Warden, Classification and Treatment.
Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a working knowledge of news composition and the ability to write copy that is timely and interesting to read. He should be interested in sports, either as a participant or as an enthusiastic spectator, as this interest will be reflected in his ability to write sports items that hold the reader's interest.

The inmate should be personable and able to meet people, knowing how to conduct interviews, giving the interviewed the lead, yet keeping him headed in the right direction to extract all of the information desired. He should have a full knowledge of the Institution and it's functions and be able to explain the various activities when called upon to do so by guests.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody in order to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sundays, and Holidays), Out Count and is included on the Weekend Work List.

COMPENSATION:

Payroll Position #612 - Rate .02 per hour, 40 hour week

SUPPLY ROOM CLERK A-9

DUTIES:

The inmate assigned to this position is responsible for Education Department Stockroom and the supplies therein. He receives all monthly and quarterly supplies from the Waterfront and checks each item for shortages against the S.R.R.'s

He delivers supplies to the Education Building, Chapels, Band Room, Hobby Shop, all vocational shops and other Departments drawing their supplies from the Education Department Supply Room. These supplies are delivered on requisitions forms or monthly supply requests delivered to the Supply Room from the various departments over the signature of the Supervisor of Vocational Instruction and the Supervisor Prison Education. Makes periodic inventory of supplies when requested.

Receives and processes cigarettes for the Warden's parties.

Keeps supply room clean and orderly.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have some knowledge of orderly storage in order to facilitate easy issuance of supplies. Should know what quantities various types of supplies come in order to transpose items when necessary into the quantities they are issued in. The assignee should have a "head" for figures to aid him in inventories.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody in order to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sunday, and Holidays), Out Count and is included on the Weekend Work List.

COMPENSATION:

Payroll Position #91 - Rate .04 per hour, 40 hour week.

SIGN SHOP LEADMAN A-10

DUTIES:

The inmate assigned to this position is responsible for all work ordered for the Sign Shop. He shall plan the work schedule daily for himself and Sign Men #2 & #3 and accordingly check completed and previously assigned work. He must requisition necessary supplies, and thus is responsible for materials ordered, used and issued in the shop and in the spray booth.

It is his responsibility to design silk screen layouts for the Warden's Manus, covers, etc., and along with this shall design any special signs and/or posters. He is called upon from time to time to do idea and creative layout on miscellaneous work for the Department of Corrections. He shall supervise all creative work and do the finish work such as lettering and illustration on various posters, scrolls, diplomas, etc. He does all cutting and running on silk screen stencil designs.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position must be experienced in poster design, illustration work and silk screen design. It is required that he be an accomplished letterer, neat in his work and have the ability to come up with a finished project when thrown "just an idea". He should be able to delegate work and responsibilities to the other men in the shop in the least efficacious manner possible. It would be of an advantage in this position to have an inmate assigned who has had considerable verified experience in the field of Commercial art.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count and is included on the Weekend Work List.

COMPENSATION:

None

SIGN MAN # 2 A-11

DUTIES:

The inmate assigned to this position shall assist the leadman in the performance of his duties by aiding in the planning of the daily work, indicating supply requirements, and checking finished work. He is responsible for all general production, such as Movie Posters, Theater Posters, Chapel and Athletic Posters and show cards and general sign work. He shall collaborate with the Leadman on layout design.

It is his responsibility to do all clear lacquer spraying of all hobby items (Night and Cell). He assists in all finished work and silk screen cutting; handles silk screen production - Adhering and make-ready - supervising the running, cleaning of the screens and etc, by the third man. Handles all outdoor commercial sign work. Checks maintenance of the equipment.

Plans and prepares work for the third man.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position must have some experience in poster design, illustration work and silk screen design. He should have an interest in Commercial Art and have had some previous experience in this field. He should be neat in his work and have the ability to come up with ideas. It should be born in mind in this selection that the inmate in this position is the potential leadman when the leadman position falls vacant, therefore an estimation should be made also of the inmate's ability to give direction.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count and is included on the weekend Work List.

COMPENSATION:

None

SIGN MAN # 3 A-12

DUTIES:

The inmate assigned to this position helps with silk screen production work, cleans screens, etc. Coats out background and prepares poster panels, helps with the commercial sign work and assists the Sign Man #1 with the frames, etc. He is responsible for the general appearance and cleanliness of the shop, and cleans all equipment, brushes, screens, etc.

He performs general practice work, studying methods of layout on posters, illustrations, screen work, etc.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have an interest in the commercial sign field and have some knowledge of layout and design of posters and illustrations. If he has had previous experience or training it will be valuable for this assignment, however it is not a necessity if he has sufficient interest to accept direction from the other men in the shop and to gain from their knowledge.

SPECIFICATIONS:

A Close custody inmate may be used on this assignment as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday, 8:00 A.M. to 4:00 P.M.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the operation of the radio equipment in the radio room to transmit the programs to the institutional outlets in the Cell Blocks and other miscellaneous areas, also transmission of special background music in those areas designated by the Warden and transmission of special background music to the messhall during feeding hours.

He shall operate the recording equipment in the Radio Room for recording and playback of regular entertainment programs in the institutional radio outlets.

It is his responsibility to schedule from the approved schedule all radio programs on the two institutional radio networks, and make necessary recordings to play back at the required times. He shall prepare a monthly program log and weekly program change list for distribution to the Warden, Administrative Assistant to the Warden, Associate Warden, Custody, Associate Warden, Classification and Treatment and the Associate Warden Reception-Guidance Center, Supervisor Prison Education, Captain's Office Control Room and other officials.

He shall monitor all news broadcasts, commentators and special programs of controversial nature for notification of Institutional Officials and recording for reference purposes.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have some basic mechanical knowledge, if he has had prior experience in radio equipment and in recording devices. He should be experienced in detail work with the ability to see ahead. A knowledge of sound equipment is helpful but not a necessity.

SPECIFICATIONS:

The inmate assigned to this position must have Medium B Custody to facilitate unlocks and working outside of the Front Count Gate on fog line days.

ASSIGNED HOURS:

This assignment is for seven days per week, 3:00 P.M. to 11:30 P.M. (12:30 A.M. Friday and Saturday Night) Gate Count, and is included on the weekend list.

COMPENSATION:

Payroll Position # 376 - Rate .02 per hour, 56 hour week.

DUTIES:

The inmate assigned to this position is responsible for the operation of the radio equipment in the radio room to transmit the programs to the institutional outlets in the cell blocks and other miscellaneous areas, also transmission of special background music in those areas designated by the Warden and transmission of special background music to the mess hall during feeding hours, the above duties to be performed during the day.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIRMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have some basic mechanical knowledge, and if he has had prior radio equipment experience it is helpful, but not a necessity. He should be conscientitious and take an interest in his work.

SPECIFICATIONS:

The inmate assigned to this position must have Medium B Custody to facilitate unlocks and working outside of the Front Count Gate on Fog Line Days.

ASSIGNED HOURS:

This assignment is for seven days per week, 6:00 A.M. to 3:00 P.M., Cell Count, and is included on the week-end work list.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the maintenance of all portable and stationary radio, sound and electronic equipment within the Institution and at CDC Honor Camps. He shall also install this equipment.

He shall design, construct and install all "Custom Built" Central Control sound systems for CDC Permanent Camps.

It is his responsibility to instruct the operators assigned on Position A-13 and A-14 as to the proper use of equipment and relieve them when necessary.

He shall also operate all portable and stationary sound equipment for recording of special program material, providing sound re-enforcement facilities and broadcasting of "live" programs over the institutional hookup. He shall handle all sound equipment on special parties or events.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a thorough knowledge of electronics, sound and radio equipment. All the prior experience in this field he has had is to his advantage. He should be versatile in the field and able to meet all obstacles presented on portable outlets and systems

SPECIFICATIONS:

The inmate assigned to this position must have Minimum Custody to facilitate movement within and without the confines of the Institution, freedom of action through the various gates, and periodical trips to the various camps for the maintenance of equipment (radio and sound).

ASSIGNED HOURS:

This assignment is for seven days per week, 10:10 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Gate Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position # 375 - Rate .04 per hour, 56 hours per week

DUTIES:

The inmate assigned to this position shall plan inside and Outside (Warden's) shows, subject to the approval of the Supervisor of Prison Education. He shall select entertainers, arrange and rehearse the programs. He shall audition new talent and musicians, keeping track of all men in the band and the instruments assigned to them.

He shall hold nightly band rehearsals, Monday through Friday, trying at all times to keep the interest within the band high which will thus project itself on the people they are entertaining.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be a musician and have a thorough knowledge of the requirements of an orchestra. He should be able to plan shows that are timely and interesting. Be an organizer with the ability to instill confidence in the other members of the band. He should be able to evaluate talent and know where to use it to the best advantage in the band.

SPECIFICATIONS:

This inmate must be Medium B Custody or better, as he is required to pass through the Front Count Gate and Entrance Gate under supervision of custodial personnel at times when there is an entertainment in the Recreation Hall.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sundays and Holidays), Out Count and is included on the Weekend Work List.

COMPENSATION:

NONE

DUTIES:

The inmate assigned to this position shall assist the Band Leader in the performance of his duties, in helping to plan and arrange inside and outside shows. He shall act as band room clerk, keeping records of instruments, band supplies, and preparing the weekly memorandums to the Captain's Office and any special show memorandums when required.

He shall set up the stage and props on all shows.

SUPERVISING AUTHORITY:

Supervisor Prison Education

REQUIREMENTS & SPECIFICATIONS:

The inmate assigned to this position should be a musician, being able to assist in the planning of shows that are timely and interesting and that the band are able to accomplish on their plane. He should have a Minimum typing ability of thirty words a minute to accomplish the necessary memoranda and correspondence.

SPECIFICATIONS:

This inmate must be Medium B Custody or better, as he is required to pass through the Front Count Gate and Entrance Gate under the supervision of custodial personnel at times when there is an entertainment in the Recreation Hall.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 P.M. Saturday, Sundays, and Holidays), Cell Count and is included on the Weekend Work List.

COMPENSATION:

None

BAND ROOM JANITOR A & G-18

DUTIES:

The inmate assigned to this position shall be responsible for keeping the Band Room in a clean and sanitary condition at all times. He shall clean during the day and after each evening band rehearsal.

He shall draw supplies to perform these duties from the Education Department supply room.

SUPERVISING AUTHORITY:

Supervisor Prison Education
Day & Night Correctional Officer

REQUIREMENTS & QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sundays and Holidays), Cell Count and is included on the Weekend Work List.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for routing all outgoing correspondence of the Supervisor Prison Education and for filing the file copies of this correspondence. He shall keep up a roster of all inmates assigned to the Education Department and/or departments under it's supervision and direction. Handles miscellaneous communications that must cross the desk of the Supervisor of Prison Education, such as inmate requests, etc. On occasions he shall type communications or CDC 115's for the Day Correctional Officer.

SUPERVISING AUTHORITY:

Supervisor Prison Education
Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 30 words per minute with accuracy, and have complete knowledge of the addressee system of filing, as any memorandum might be called for at any time.

SPECIFICATIONS:

The inmate assigned to this position may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell count, no weekend work.

COMPENSATION:

None

AUDIO VISUAL FILM CONTROL CLERK A-20

DUTIES:

See Description B-20 under the Supervisor of Vocational Instruction.

SUPERVISING AUTHORITY:

Supervisor Prison Education - Maintenance of Equipment
Supervisor Vocational Instruction - Supervision & Personnel
Supervisor Academic Instruction - Film Selection

REQUIREMENTS AND QUALIFICATIONS:

See Description B-20 under the Supervisor of Vocational Instruction.

SPECIFICATIONS:

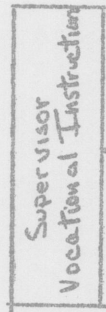
See Description B-20

ASSIGNED HOURS:

See Description B-20

COMPENSATION:

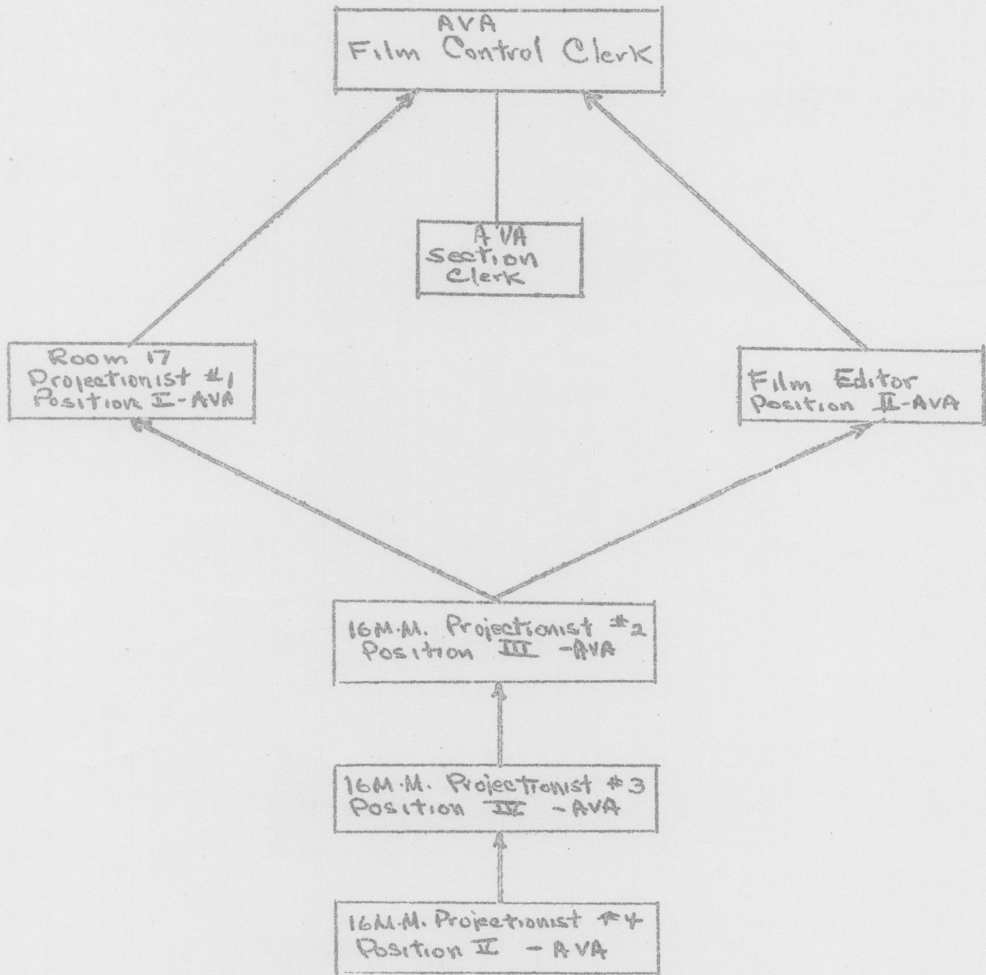
Payroll Position #315 - Rate .04 per hour, 40 hour week



Legend

- Supervising Authority
- Line of Succession

AVA Supplemental Chart



Legend

- Line of Succession
- Transmittal Line of Directions

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

AVA Film Control Clerk	B-20
Room 17 Projectionist - Position I-AVA	B-21
Film Editor - Position II-AVA	B-22
Projectionist #2 - Position III-AVA	B-23
Projectionist #3 - Position IV-AVA	B-24
Projectionist #4 - Position V-AVA	B-25
AVA Section Clerk	B-26
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Printing Control Clerk	B-28
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General Shop - Tool Room Maintenance	B-31
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Typewriter Repair Apprentice #1	B-35
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AUDIO VISUAL FILM CONTROL CLERK B-20

DUTIES:

The inmate assigned to this position is responsible for giving direction to all inmates assigned to the Audio Visual Section, and directing the ordering of films under the approval of the Coordinator and Supervisor of Academic Instruction. It is his responsibility to see that all equipment in the section is in working order at all times. He should make periodic over-hauls of the equipment, and arrange for the necessary replacement parts.

He controls the showing of the films, both educational and Feature alike, as set up by the approved organizational schedule. This schedule is set up on a position basis. It is his responsibility to see that all films are returned on time and in as near perfect condition as possible and when it is possible to return films in a better shape than when we received them, this should be done.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction - Film Selection
Supervsior Prison Education - Maintenance of equipment
Supervisor Vocational Instruction - personnel supervision

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be an electronics student, understand the repair and maintenance of the projectors and be able to make repairs from repair manuals when necessary. He should be able to repair speakers when required. It is necessary that he be a leader and able to give direction in the least offensive manner possible. It is a small department and all assignees must work together.

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast to 10:10 P.M. (9:45 PM. Saturday, Sunday and Holidays), Out Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #315 - Rate .04 per hour, 40 hour week

PROJECTIONIST ROOM 17, POSITION I-AVA B-21

#1

DUTIES:

The inmate assigned to this position is required to run the two 16 M.M. 400 series RCA Projectors in Room 17 of the Education Building. He shows approximately 40 hours of projection film time during the week and is required to take one of the 400 projectors to the Segregation Unit at 10:00 A.M. every Sunday. for the purpose of showing them their weekly movie. He is required to maintain the booth.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have had preliminary experience on 40 or 60 Model Victors, and should understand the use of cue marks and changeovers. He should be able to evaluate the accoustics of the room for tonal quality and volume. An inmate with a pleasing personality is an asset to this position due to the constant contact with the Instructors.

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sundays, and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #317 - Rate .02 per hour, 40 hours per week

DUTIES:

The inmate assigned to this position is responsible for picking up and shipping of all films received by the AVA Section for use in the school or feature films.

He picks the film up at the Mail Office, checks it in as to record title, company from whence it came and state, puts a tag on the box to designate the date received and title of film which came in it. He should inspect each film for breaks, broken sprocket holes, bad sound and splice where necessary. All Films should be previewed for any faults missed on the initial checking.

Films should be rechecked before shipping out to the company which extreme caution to see that the proper films are in the proper boxes. The boxes are then boxed tagged with the address tags. The films are then checked off in the log book, dating, the amount of insurance and the final securing of the package. The films are then taken to the Mail Office for pickup by the truck before 10:00 A.M. in the mornings.

This inmate is also required to show the movie on Condemned Row at 10:30 A.M. every thursday. Acts as runner when necessary.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be experienced at film cutting and splicing. Should be able to clean film without scratching. He should be able to check film and recognize bad sprocket holes and defective sound. He should be experienced in the operation of the 400 Series RCA projector and in the proper placement of speakers to obtain the utmost advantage from the sound. Be mature.

SPECIFICATIONS:

The inmate assigned to this position should have at least Medium B custody to facilitate unlocks and the film schedule on Condemned Row. This latter assignment requires the prior approval of the inmate from the Captain's Office before insetion on the unlock sheet.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position # 95 - Rate .04 per hour, 40 hour per week

DUTIES:

The inmate assigned to this position shall show the bulk of the 16 M.M. shows in the various departments of the Institution and Classes, in addition he shall assist the Film Editor in the cleaning of film, inspecting the boxes the films are received in, stamping and labeling same with the right company.

The projection schedule for the week includes the following: Monday 9:00 A.M. and 1:00 P.M. Vocational Carpentry Class; Tuesday, "B" Section at 10:00 A.M.; 6:00 P.M. Bake Shop; Wednesday, 10:30 A.M., 4th Floor T.B. Ward; Thursday 9:00 A.M. and 1:00 P.M., Vocational Nursing; Saturday, 11:00 A.M. 4th Floor Psych Ward; Sunday, 11:00 A.M., 2nd Floor Hospital. He shall proceed the the construction Dormitory, immediately following the evening meal, for the purpose of showing the feature movie or shorts on Thursday and Saturday evening. Holiday schedule as directed by the leadman.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be experienced in the operation of 40 and 60 Model Victors, with good eyesight for focus and an ear for tonal quality and sound. It is required that he be personable and affable for the constant contact with the inmate and free personnel alike.

SPECIFICATIONS:

The inmate assigned to this position is required to have Minimum Custody to facilitate unlocks and the weekly movies at the Construction Dormitory.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

None

PROJECTIONIST #3 - POSITION IV-AVA B-24

DUTIES:

The inmate assigned to this position shall assist in showing the 16 M.M. and slide films to the various Departments of the Institution and Classes, in addition he should become acquainted with film cleaning, editing, and splicing, to act as a replacement for Position III-AVA B-23 when necessary or the position falls open.

The projection schedule for the week included the following: Monday, 9:00 A.M. and 1:00 P.M., Landscape-Gardening; Tuesday, 6:00 P.M., Vocational Meat Cutting Class; Wednesday, 10:00 A.M. and 2:00 P.M., Guidance Center; Thursday, 2:30 P.M., Tin Shop; Saturday, 10:30 A.M., 3rd Floor Hospital; Sunday 10:00 A.M. and 11:00 A.M., Garden Chapel, 6:00 P.M. "A" Room, Inmate Council. He shall proceed to the Ranch Dormitory, immediately following the evening meal, for the purpose of showing the feature movie or shorts on Thursday and Saturday evening. Holiday schedule as directed by the leadman.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate on this position should be experienced in the operation of 40 and 60 model Victors, with good eyesight for focus and an ear for tonal qualities and sound. It is required that he be personable and affable for the constant contact with the inmate and free personnel alike.

SPECIFICATIONS:

The inmate assigned to this position is required to have Minimum Custody to facilitate unlocks and the weekly movies at the Ranch Dormitory.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M., (9:45 P.M. Saturday, Sundays, and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position shall be a trainee in 16M.M. Film projection and slide films. He shall be given occasional shows in order that he may become acquainted with the various places that films must be shown and the obstacles that must be overcome. He should be able to handle 40 and 50 Model Victors before he released on his own to shown films.

The following shows have been incorporated in this assignment: Tuesday, 6:00 P.M., "A" Room 5th Grade; Wednesday, 10:30 A.M. Vocational Print Shop; Sunday, 6:00 P.M., "A" Room Inmate Council. Holiday schedule as directed by the leadman. Thursday, Slides, 9:00 A.M. & 1:00 PM Landscape.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have the aptitude to learn the art of showing films on a 16 M.M. Projector. It is required that he have good eyesight for focus and an ear for tonal quality and sound. It is required that he be personable as he has constant contact with the inmate and free personnel alike.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody to facilitate unlocks, in addition in making this selection an attempt should be made to acquire a suitable assignee who is material for eventual reduction in custody to Minimum to follow the line of succession Position B-24 and hence B-23.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M.; Cell Count, no weekend work list. All other unlocks at night or on the weekend shall be carried on special paragraphs on the Daily Cell and Job Change Movement Sheet.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for typing all memorandums and correspondence required by the Audio Visual Section of the Education Department. This entails the weekly reports of the time each machine has operated, which is incorporated into a Monthly report; ordering films for use in the school, and making index cards on each film confirmed; cut stencils for mimeographing of the schedule; make up the weekly schedule of unlocks for the section (projectionists) for transmittal to the Captain's Office; make out the monthly statement for postage and rentals of some films. The balance of the time is spent in keeping the catalogs up to date and ordering films per request.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 40 words per minute with accuracy and know how to compose business letters. He should be neat and accurate in his work and know how to file with regard to ready reference.

SPECIFICATIONS:

The inmate assigned to this position may be Close Custody as there are no unlocks involved.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count and no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the preparation of all memorandum and correspondence for the signature of the Supervisor Vocational Instruction. This includes shorthand dictation, routine work orders, placement and removal memoranda to the Captain's Office, business letters, special reports, etc.

He shall maintain the files in a neat and orderly method, using a system so that all memoranda is available at a moments notice. He acts as a receptionist and screens all interviews prior to ducated to ascertain what the interview is for. Answers the telephone and in general tries to keep track of the Supervisor of Vocational Instruction's movements in order to inform people when necessary.

He should maintain accurate records of all inmates assigned to the Vocational Program, and send out quarterly progress Reports for the completion by the Instructors.

He is also required to work on any special projects, such as procedures, job descriptions, analysis's, etc. covering the many functions of the Educational Department and/or the Vocational Program.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 45 words per minute with accuracy, be able to take shorthand notes from direct dictation, and be able to transcribe same with a minimum amount of error or change. He should be able to compose business letters and special reports, that have continuity and are accurate in detail and theme. He should be neat and precise in his work and able to do work on his own initiative subject to the approval of his supervisor. He should have had some training in Business organization and and interest in this field. If he has had college courses in this field, it is of an aid to him, however he should be at least a High School Graduate. He should be clean and neat about his appearance.

SPECIFICATIONS:

The inmate on this assignment whould have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, Immediately after breakfast until 10:10 P.M. ((9:45 P.M. Saturday, Sunday and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #90 - Rate .04 per hour, .0 hour week B-27

PRINTING CONTROL CLERK B-28

DUTIES:

The inmate assigned to this position keeps an up to date control by ledger on all printing requests received at this Institution en route to the Vocational Print Shop. In this function he will forward a daily transmittal sheet to the Print Shop along with the Printing Requests that have been received the previous day. The Print Shop will then issue a Print Shop Job Number on this Printing Request and will return this transmittal form to the clerk in order that he may post this information in his ledgers.

He will be required to answer all teletypes pertaining to printing requests by perusing his records or direct contact with the Print Shop for additional information. These teletype answer should furnish accurate information, as erroneous information can reflect on the Department. It should be his responsibility to bring to the attention of the Supervisor, Vocational Instruction any orders that appear to have been pigeon-holed by the Print Shop.

It is all necessary to keep a ledger record of All CDC Forms printed for the Department of Corrections. The quantities printed of each form will be recorded and a current running total maintained. He will also keep a budget ledger type book of all CDC Forms printed for the Education Department and/or departments under the aegis of the Classification and treatment program.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should type approximately 30 words per minute, should have a neat penmanship and an interest in his work.

SPECIFICATIONS:

This assignment requires an inmate with at least Close Custody, though there are no unlocks, the inmate must pass through the Industrial Gate on occasions.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the processing of all records pertaining to the Vocational Auto Shop . He shall keep an accurate ledger on all jobs processed by this shop as well as individual job folders on same.

This requires processing Vendor's invoices, making duplicate copies of same, making out material received reports, local requests for the Commissary Office on all material purchased from the CIRF account. Deduct these purchases from the CIRF Fund, and file all the information in the Job Folders after same as been entered in the ledger.

He shall handle all teletypes relative to this shop after they have been noted by the Supervisor Vocational Instruction and shall answer same if required with accurate information, as erroneous information passed through channels can reflect on the Department. He should write any correspondence relative to specific cars for the signature of the Supervisor of Vocational Instruction.

He should act as a coordinator between the Vocational section and the inmate clerk assigned to the Vocational Auto Shop, cooperating to the fullest extent.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 30, words per minute with accuracy with particular attention being paid to figures in the typing of estimates and making copies of invoices. He should have an especially good penmanship, as so much of the work is ledger posting. It is required that he be personable due to his contact with the Instructors of the shop.

SPECIFICATIONS:

This inmate must have at least close custody, though there are no unlocks, he is required to pass through the Industrial Gate to the Vocational Auto Shop area.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position does all drafting work that might be requested by one of the Supervisors of the Education Department, with particular emphasis on projects directed by the Supervisor Vocational Instruction upon which subsequent Work Orders will be issued.

He is required to proceed to various departments for the purpose of taking measurements from which to make drawings. He generally submits a rough scetch for approval, and hence working drawings for use by the General Shop, Vocational Carpentry, etc. These final drawings are submitted for final approval by the Supervisor Vocational Instruction and the requesting department.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be at least a Junior Draftsman. He should be able to make working drawings of both mechanical and wood projects. He should be accurate in his figures and work, by virtue of the cost of materials involved in some of the projects.

SPECIFICATIONS:

A Close custody inmate may handle this assignment as there are no unlocks involved in the position.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, No weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the General Shop tool room, to see that all tools are maintained in a good condition, that they are issued and returned by the students. It is his duty to maintain the shop equipment and the shop in an orderly condition, repairing and reconditioning the equipment when necessary, a prime necessity to have all machines working in order that the students may have equipment to work with.

He should keep the shop and tool room in a clean condition, do periodic repainting when necessary. Shall assist the Instructors in inventories and quarterlies when requested. Shall prepare the Daily Tool Control Report for submission over the signature of the Instructor s to Supervisor Vocational Instruction. Keep records on the work orders processed by the General Shop, and see that all of them are expedited to completion. He shall work on projects that are not suitable for Classroom instruction.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction
Day and Night Instructors

REQUIREMENTS AND QUALIFICATIONS:

This assignee should be experienced in machine repair, have a complete knowledge of all machines in the shop, such as lathes, saws, etc., and know how to re-condition same. He should understand layout procedure and have a head for details. He should have some knowledge of wood-working, metal work, welding, etc. He should be able to get along with the free personnel and inmates alike.

SPECIFICATIONS:

This assignee should be at least Medium A Custody, due to the fact that he works on weekends without direct supervision. He is generally unlocked Monday through Friday on the General Shop Unlock.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M. (3:00 P.M. Saturday and Sunday), Cell Count, and is included on the weekend work list.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is regarded as the general handyman of the Education Building. He must be able to do various projects of maintenance and repair such as painting, repairing chairs, desks, installing locks, lamps on desks, plastering, etc. where necessary.

He must be able to do almost anything in the realm of fixit work for the Education Department.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

This assignee should be versed in the art of furniture repair, being able to use woodworking tools, metal working tools, paint brushes, knowing how to mix paint, etc. It should be a man who is interested in this type of work and who has had some prior experience in it.

SPECIFICATIONS:

The inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell count, no weekend work.

COMPENSATION:

None

MIMEOGRAPH OPERATOR B-33

DUTIES:

The inmate assigned to this position is responsible for the operation of the Mimeograph Machine and for the mimeographing of all work that is requested of the Education Department upon which work orders are issued, such as the Warden's Monthly Report, and various Educational Forms. There are times when manuals are mimeographed that have to be assembled before delivery.

There are times when it is necessary to cut the stencils on work that is to be mimeographed, such the Warden's Menus, Manuals. He shall give direction to inmates who are doing proof-reading on the extensive projects and in the assembling of these manuals. He shall also direct the Guidance Center Work Crew in folding and packaging the Marin County Christmas Seals.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type a minimum of 60 words per minute with accuracy and be experienced in stencil cutting and stylus work. He should have a working knowledge of the operation of the Mimeograph machine, knowing how to assemble or take a part in order to clean or make minor adjustments. He should be mature and able to explain with clarity what is required of assistants when they are used on projects.

SPECIFICATIONS:

The inmate assigned to this position is required to have at least Medium A Custody in order to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sundays and Holidays), Cell Count and should be included on the Weekend Work List.

COMPENSATION:

Payroll Position #94 -Rate .04 per hour, 40 hour week.

DUTIES:

The inmate assigned to this position is responsible for the repair and maintenance of all business machines in the Education Department, and departments under the aegis of the Classification and Treatment program. Instructs and Assists the inmate trainee apprentices in cleaning, overhauling, rebuilding, reconditioning, servicing and adjusting these machines, which include typewriters, adding machines and calculators.

Inspects all new machines in the shop to ascertain what repairs and parts are needed to put the machine in good working order. Inspects the machines upon completion to see that all repairs have been made.

Determines the parts and supplies needed for the maintenance of the business machines and makes out the necessary purchase requests.

Makes all emergency service calls relative to business machines in the different Departments of the Institution and either repairs the machine on the spot or returns it to the shop for repairs. Aids in cleaning the typewriter shop and repairing tools.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be a journeyman typewriter and business machine mechanic and have the ability to anticipate requirements in the matter of material and supplies. He should be willing and have the personality to aid in the instruction of the apprentices, a prime necessity in view of the fact that Apprentice #1 is the next potential leadman in the event this position falls vacant and there is not a journeyman mechanic to place on the position.

SPECIFICATIONS:

The inmate on this assignment should have at least Medium A Custody to facilitate unlocks, however it is advantageous to have a man with Minimum Custody on this assignment in the event service calls are necessary outside of the Front Count Gate, i.e.: Administration Building.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M., Cell Count and should be included on the Weekend Work List.

COMPENSATION:

Payroll Position #96 Rate - .02 per hour, 40 hours per week

TYPEWRITER REPAIR APPRENTICE #1 B-35

DUTIES:

The inmate assigned to this position works under the direction of the typewriter repair leadman on the repair and maintenance of all business machines in the Education Department, and departments under the aegis of the Classification and Treatment program. These machines require cleaning, overhauling, rebuilding, reconditioning, servicing and adjusting and include typewriters, adding machines and calculators.

It is a responsibility of this position to learn the typewriter trade and to accept the guidance of the typewriter repair leadman.
Aids in cleaning the shop and repairing tools.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate who wishes to train on this position should have a high mechanical aptitude and high manipulative scores. He should be interested in the trade and have a desire to follow through with it upon release. It should be impressed upon the assignee that he is working with machines that are of high budgetary outlay, and their upkeep and maintenance is of a necessity to the functions of the Education Department and Institution.

SPECIFICATIONS:

The inmate on this assignment should have a least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position works under the direction of the typewriter repair leadman on the repair and maintenance of machines and typewriters in the Typewriter repair shop. He shall endeavor to learn to learn the trade.

Aids in cleaning the typewriter repair shop.

SUPERVISING AUTHORITY:

Supervisor Vocational Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate who wishes to train on this position should have a high mechanical aptitude and high manipulative score. He should be interested in the trade and have a desire to follow through with it upon release. It should be impressed upon the assignee that he is working with machines that are of high budgetary outlay, and their upkeep and maintenance is of a necessity to the functions of the Education Department and the Institution.

SPECIFICATIONS:

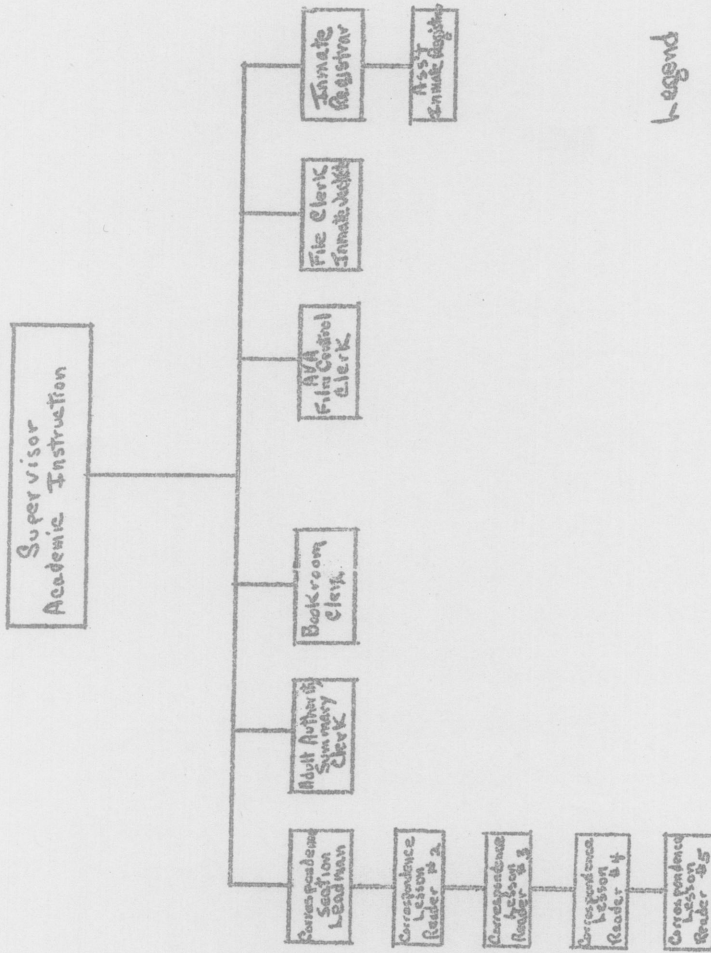
This position requires an inmate with Close custody or better as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weeked work.

COMPENSATION:

None



Legend

— Supervising Authority

— Line of Succession

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

AVA Film Control Clerk	C-20
Correspondence Section Leadman	C-37
Correspondence Lesson Reader - Clerk #2	C-38
Correspondence Lesson Reader - Clerk #3	C-39
Correspondence Lesson Reader - Clerk #4	C-40
Correspondence Lesson Reader - Clerk #5	C-41
Adult Authority Summary Clerk	C-42
File Clerk - Inmate Jackets	C-43
Book Room Clerk	C-44
Secretary -Marin County Registrar-Inmate Registrar	C-45
Assistant Inmate Registrar	C-46

AUDIO VISUAL FILM CONTROL CLERK C-20

DUTIES:

See Description B-20 under the Supervisor of Vocational Instruction

SUPERVISING AUTHORITY

Supervisor Prison Education - Maintenance of Equipment
Supervisor Vocational Instruction - Supervision & Personnel
*Supervisor Academic Instruction - Film Selection

REQUIREMENTS AND QUALIFICATION:

See Description B-20 under the Supervisor of Vocational Instruction

SPECIFICATIONS:

See Description B-20

ASSIGNED HOURS:

See Description B-20

COMPENSATION:

Payroll Position #315 - Rate .04 per hour, 40 hour Week

DUTIES:

The inmate assigned to this position is responsible for proper functioning of the Correspondence Section and the direction of the inmates assigned thereto. It shall be his duty to issue all approved University of California Courses, mailing lessons to Berkeley and keeping records of grades, examinations and certificates relating to same.

He shall direct the clerks assigned to the section as readers, checking to see that all lessons received are graded and returned promptly to the students. Sees that an accurate record is kept of all grades, examinations and certificates pertaining to these local cell courses.

It will be necessary for him to prepare all correspondence relating to the local cell courses and the University Extension Courses.

It is the responsibility of this clerk to see that all books are returned promptly to the correspondence section, and that no books are issued to unauthorized persons.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a High School as a minimum, however the more education the assignee has had is to his advantage in his contact with the inmates in giving direction and advice. He should be able to type at least 40 words per minute with accuracy and have the ability to compose business letters with ease. He should be capable of maintaining accurate records, as the dollars and cents of this section and the education Department, can depend upon these records. It is of a prime necessity that he have a sense of integrity and the ability to say "no". His ability to cooperate with other people and the ability to make them want to work with him is extremely valuable.

SPECIFICATIONS:

This inmate should have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, immediately after breakfast until 10:10 P.M. Monday through Friday, Out Count, Immediately after breakfast until 3:00 P.M. Saturday, Sundays, and Holidays, Cell count, and is included on the weekend work list.

COMPENSATION:

Payroll position # 92 - Rate .04 per hour. 40 hour week

C-37

DUTIES:

The inmate assigned to this position is responsible for grading and issuing courses in U. S. History and the text-books related thereto. He shall aid in running the morning interview line between 8:00 A.M. and 9:00 A.M. and the afternoon interview line between 3:00 P.M. and 4:00 P.M., and to help students that are having trouble with their lessons.

He shall record grades, lessons received and the mailing out of all correspondence courses for students taking courses from the various schools, such as, the I.C.S., American Technical Society, Library of Congress, National Braille Press, etc. He shall also issue all materials sent in from these schools to the various inmate students.

He shall record and file all approval slips for books for students. He shall aid in typing new assignment sheets for local correspondence courses. It is his responsibility to make up a monthly report of correspondence course for the schools listed above.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have at least 3 years of high school and should be proficient in History with an S.A. of 10 in this course. He should have a readable penmanship and be neat and accurate about his work. A sense of integrity is important with the ability to say "no"; he should also be compatible and have the ability to get along with the others in the section and the inmates with whom he comes in contact with. Should type 30 W.P.M.

SPECIFICATIONS:

This inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for grading and issuing courses in American Government-Civics and the textbooks related thereto. He shall aid in running the morning interview line between 8:00 A.M. and 9:00 A.M. and the afternoon interview line between 3:00 P.M. and 4:00 P.M., and to help students that are having trouble with their lessons.

Shall perform any other duties that might be indicated by the leadman.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have at least 3 years of high school and should be proficient in Civics with an S.A. of 10 in this course. He should have a readable penmanship and be neat and accurate about his work. A sense of integrity is important with the ability to say "no"; he should also be compatible and have the ability to get along with the others in the section and the inmates with whom he comes in contact with.

SPECIFICATIONS:

This inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for grading and issuing courses in Elementary and advanced Mathematics and the textbooks related thereto. He shall enroll men in new courses and check out books and lessons to them for new local correspondence courses, and in conjunction with this he shall record in the Daily Log the number of local Correspondence Courses corrected by the Section, and keep a record of the courses begun, finished and dropped.

He shall record the grades of the Local Correspondence Courses with the Supervisor of Academic Instruction, and will reproduce lessons as new ones are needed, or when the course is revised.

It is his responsibility to check out all men leaving the Institution to see that they have no books checked out from the Correspondence Section.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have at least 3 years of high school and should be proficient in Mathematics with an S.A. of at least 10 in this course. He should have a readable penmanship and be neat and accurate about his work. A sense of integrity is important with the ability to say "no"; he should be compatible and have the ability to get along with the others in the section and the inmates with whom he comes in contact with. He should be able to type at least 30 words per minute with accuracy.

SPECIFICATIONS:

This inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for grading and issuing courses in English and the textbooks related thereto. He shall enroll men in new courses and check out books and lessons to them for new courses, and help students that are having trouble with their lessons.

Shall perform any other duties that might be indicated by the leadman.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have at least 3 years of high school and should be proficient in English with an S.A. of at least 10 in this course. He should have a readable penmanship and be neat and accurate about his work. A sense of integrity is important with ability to say "no"; he should also be compatible and have the ability to get along with the others in the section and the inmates with whom he comes in contact with.

SPECIFICATIONS:

This inmate may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M.; Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the preparation of the Adult Authority Pre-Board Summaries that are initiated at this Department for forwarding to the Hospital for their report, before transmittal to the Classification and Parole Office. These summaries include a complete report of the subject's educational record-academic and vocational.

The procedure is to make a pencil summary under the direction and supervision of the Supervisor of Academic Instruction for approval before the final ditto is cut, which is again approved and any final revisions made that are necessary.

When the dittos have been initialed by the Supervisor Academic Instruction they are taken in person to the Hospital where a representative there will acknowledge receipt of same.

When there are vocational enrollees on the board a list of these will be forwarded to the secretary for the Supervisor of Vocational Instruction in order that special Progress Reports may be obtained for this summary.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 40 words per minute with accuracy. He should be able to compile summaries from available information that are concise and pertinent. Above all he should be an individual with an ounce of integrity for information contained in these summaries is not for general broadcast.

SPECIFICATIONS:

A Close custody inmate may be assigned to this position as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the upkeep and accuracy of the Educational inmate File Jackets which are maintained on all inmates in the Institution. These files contain classification summaries, letters, memorandum, progress reports, etc., and it is the assignees duty to see that all information is filed as soon after it is received as possible. The cover of the jackets also contain a running record of the subject's job assignments, custody, parole date, discharge date, and instances where a subject is sent to the Isolation unit.

The covers are kept up to date by posting the job change information from the Daily Movement Sheet furnished by the Captain's Office. When a subject is to appear before Classification the jacket will be stamped with the date of the meeting, so the Education Department Representative may write in the custody change. Screening Committee actions will be posted from the Classification result sheets which are sent to this Department several days after the meeting.

Jackets must be pulled for the following reasons; Classification, parole, discharge, decease. In the latter three instances the jackets will be given to the Registrar Clerk #1 for forwarding to the Record Office.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position must have a neat penmanship and have a high aptitude in numerical sequence testing, as this latter point aids the assignee in the fast accomplishment of his work, therefore allowing for the jackets to always be up to date.

SPECIFICATIONS:

The inmate on this assignment may have close custody as there are no unlocks involved.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4 :00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the functioning of the Education Department Bookroom. In this process he shall issue books to all teachers of the day and night classes, keeping on hand the necessary books for subjects being taught. He should maintain an accurate record of all books issued to all classes and with the permission of the Instructor issue books to the student. In issuing the books to the students, a slip should be made with the name of each book and its number, and should be signed and fingerprinted by the student.

During the current quarter he should compile a list of the books to be required the following one, so they may be ordered. He should take an accurate inventory of all books at the end of each quarter and survey all books that may not be rebound because of condition. Books that may be rebound are compiled and forwarded to the Supervisor Vocational Instruction for rebinding by the Book Repair Unit.

In receiving new books, he should enter in accession all books as they come in, stamping them with the Education Department Stamp, and numbering them in two places - one page 101 and in the front. This is done with all books whether they are hard bound or paper bound.

He should also maintain a supply of scratch paper for the use of the classes both day and night.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 30 words per minute with accuracy. He should have a neat penmanship and be able to keep neat and accurate records. It is required that he be a mature individual, affable and personable and able to get along with the free personnel and inmate alike. He should have integrity and the ability to say "no". Above all he should take an interest in his work.

SPECIFICATIONS:

Should have Medium A Custody for unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, immediately after breakfast until 10:10 P.M. (9:45 p.m. Saturday, Sunday and Holiday), Out count, and is included on the weekend list.

COMPENSATION:

Payroll Position #93 - Rate .04 per hour, 40 hours per week

SECRETARY MARIN COUNTY REGISTRAR
INMATE REGISTRAR C-45

DUTIES:

See Description under D-45 Marin County
Registrar

SUPERVISING AUTHORITY:

Supervisor Academic Instruction
Marin County Registrar

REQUIREMENTS AND QUALIFICATIONS:

See Description D-45 under the Marin
County Registrar

SPECIFICATIONS:

See Description D-45

ASSIGNED HOURS:

See Description D-45

COMPENSATION:

Payroll Position #316 - Rate .04 per hour, 40 hour week

DUTIES:

The inmate on this assignment shall do all of the necessary routine typing of the Supervisor Academic Instruction, such as business letters, memorandums to other departments, and pass lists to the Captain's Office for daily interviews.

He shall make jacket copies of incoming transcripts, evaluate credits on these transcripts for the Marin County Registrar, and handle correspondence with schools regarding transcripts of credits requested by inmates.

Prepare weekly enrollment applications for Fridays Initial Classification Committee Meeting. He shall maintain the files of correspondence. It is his duty to give necessary information about the program when the Supervisor Academic Instruction is out and act as a buffer between the Supervisor Academic Instruction and the inmates. Shall cooperate with the Instructors in the collection of special progress reports, etc.

It is important that he work as a team with the Inmate Registrar, and cover for him when necessary in his absence, as in the process of succession, he is the logical replacement for this position D-45. He does all of the preliminary work on new enrollments prior to passing the information to the Inmate Registrar.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 35 words per minute with accuracy, and be neat and accurate in his work. He should be compatible and able to get along with the free personnel and inmate alike.

SPECIFICATIONS:

This inmate may be close custody as there are no unlocks.

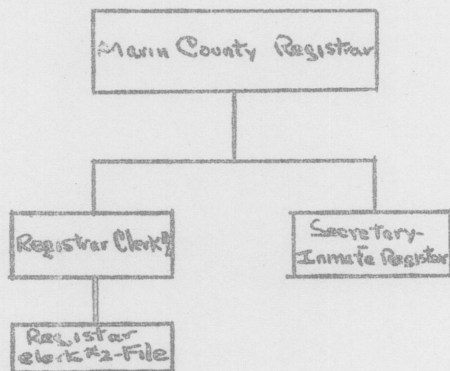
ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M. Cell count and no weekend work.

COMPENSATION:

None

D - MARIN COUNTY REGISTRAR



Legend

- Supervising Authority
- Line of Succession

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

Secretary - Marin County Registrar-Inmate Registrar	D-45
Registrar Clerk #1	D-47
Registrar Clerk #2 - File	D-48

DUTIES:

The inmate assigned to this position is responsible for all of the paper work relative to the Education Department's ACADEMIC Program. He shall process all enrollment memorandums to the Captain's Office and all drops from the program. Day School Drops require a separate memorandum for each inmate with an attached progress report, Night School Drops require the memorandum alone. On quarterly re-enrollments, the classes will be grouped and the inmates listed numerically, these lists and their corresponding Activity Cards are forwarded to the Captain's Office the Monday following the end of the quarter, as there is just one week between the end and the start of the next one. To accomplish this, it will be necessary to complete the re-enrollment a week before the quarter is ended.

In processing each enrollment make two copies from the original enrollment slip and file one numerically and the other numerically within the class, the original copy is forwarded to Mr. Mac Lane to add to his educational card. For night school the original must be filed with the student's signature and the copy sent to the Marin County Registrar. A check should be made of the movement sheet to drop any inmate that has been dropped by the Captain's Office, and the copy from file is sent to the Marin County Registrar to drop off the Educational Card. Write any memorandum for Night School Unlock that may be given to him by the Supervisor Academic Instruction, and all memorandum ~~is~~ for his signature.

He should check passes of inmates assigned to day school and mark the room number on it for the inmate's information. It is his responsibility to check night school absentees and line out if in Isolation, Segregation or Hospital. If a man has a cell pass, give the pass and the absentee slip to the Night Officer for his check.

He should make five copies of openings in the Day School and forward to Mr. Dunbar, School Coordinator, Classification Committee and the Reception Guidance Center Associate Warden. Weekly reports are made out in Quadriplicate on a special sheet and sent to the Supervisor Prison Education, Classification Committee, Assignment Officer and the Supervisor Academic Instruction.

It is his responsibility to organize the Bi-ennial Graduation activity for the Education Department.

He should be able to tell at all times how many openings he has in each class both day and night.

SUPERVISING AUTHORITY:

Supervisor Academic Instruction

D-45

(Continued)

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type 40 words per minute with accuracy with particular attention being paid to accuracy in numbers and names on enrollment lists to the Captain's Office. He should be especially capable in detailed work and have a sense of integrity. He should be able to get along and be compatible with free personnel and inmate alike. He should be neat and accurate in his work. It is an advantage to have a High School Graduate on this assignment, however is it is not a necessity. A high clerical aptitude and I.Q. work to an advantage.

SPECIFICATIONS:

This assignment requires an inmate with at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for seven days per week, immediately after breakfast until 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Out Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #316 - Rate .04 per hour, 40 Hours per week.

REGISTRAR CLERK D-47

DUTIES:

The inmate assigned to this position is responsible for the Education Record Card, CDC Form 154. He makes out new cards are all new enrollments, plus college cards, and stamps the classes that the inmate has enrolled in on these cards. He shall stamp all re-enrollments at the beginning of each semester with the help of the assistant. Files these cards daily.

He shall type a covering memorandum to forward all transfers, paroles and discharges to the Record Office along with their Education Department Jacket and Cards. In doing this, he shall make a copy of all paroles, discharges and transfers for dead file of the Education Record Card.

Any other duties that might be delegated by the Marin County Registrar.

SUPERVISING AUTHORITY:

Marin County Registrar

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be a mature individual, who has neat penmanship, and is able to file numerically with accuracy and speed, as it is a prime necessity that these cards be ready for reference at all times.

SPECIFICATIONS:

The inmate assigned to this position may be Close Custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week from 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

REGISTRAR CLERK #2 D-48

DUTIES:

The inmate assigned to this position shall assist the Registrar Clerk #1 in the performance of his duties in relation to the Education Record Card, CDC Form 154, by helping to pull and file cards and on the post the new enrollments and re-enrollments at the end of each new semester.

Shall run the adding machine to find the accumulated hours both academic and vocational at the end of each semester. Types educational and vocational progress reports for all discharges and paroles for the signature of the Registrar. Aids the Clerk #1 in making copies of all paroles and discharges and transfers for the dead file.

Any other duties that might be delegated by the Marin County Registrar.

SUPERVISING AUTHORITY:

Marin County Registrar

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be a mature individual, who has neat penmanship, and is able to file numerically with accuracy and speed, as it is a prime necessity that these cards be ready for reference at all times. He should be qualified in the use of the adding machine and have a head for figures.

SPECIFICATIONS:

The inmate assigned to this position may be close Custody as there are no unlocks.

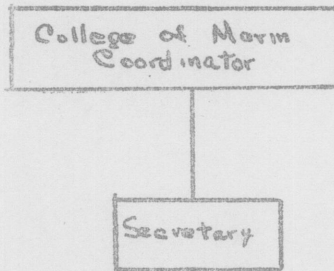
ASSIGNED HOURS:

This assignment is for five days per week from 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

E - COLLEGE OF MARIN COORDINATOR



Legend

— Supervising Authority

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

Secretary - College of Marin Coordinator

E-49

DUTIES:

The inmate assigned to this position is responsible for all correspondence of the Coordinator, typing memorandum, cutting stencils of lessons, bulletins, announcements, outlines, etc, pertaining to the Educational Program.

He shall process the tests during the quarterly testing programs, compiling scores(grade placements) from raw scores, typing test result sheets and recording same in file. He shall give under the direction of the Coordinator the GED and standard tests, handscoring same and recording results.

He shall prepare and compile from various sources the enrollment date for all Guidance Center Class enrollments, together with special data for the weekly composite report on this activity. He shall perform all necessary correspondence and clerical work necessary for this function. Assists the Coordinator in the maintenance of the files, etc.

SUPERVISING AUTHORITY:

Marin College Coordinator

REQUIREMENTS AND QUALIFICATIONS:

This inmate should have at least a High School education, the more education the better. He should be able to type approximately 45 words per minute with accuracy, and be able to cut stencils and dittos. He should be used to detail work and be able to keep neat and accurate records. He should have a neat penmanship and be neat and clean about his appearance. It is required that he have a sense of integrity and have the ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

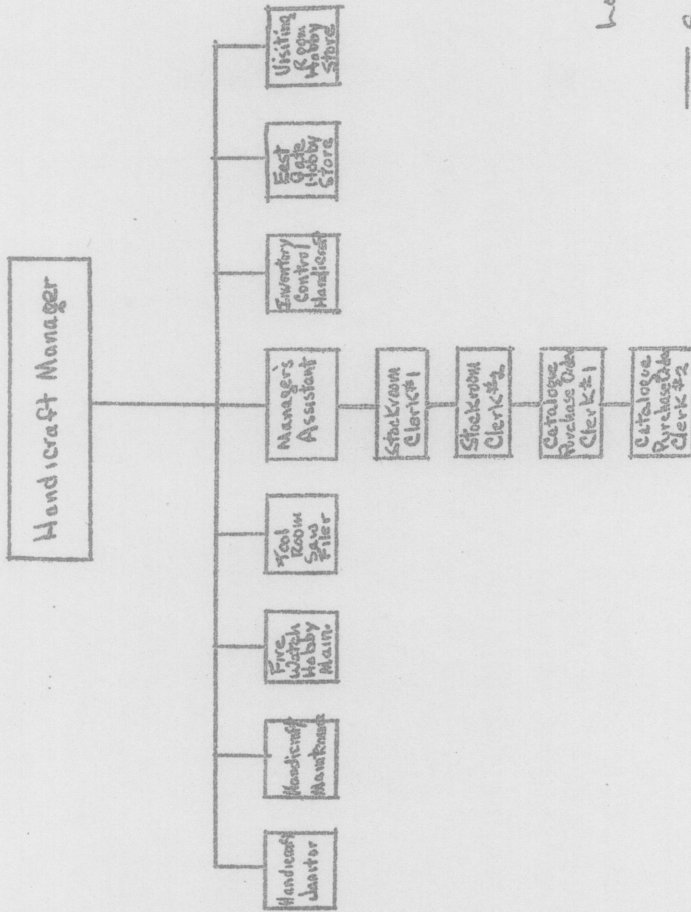
ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M., Cell count.

COMPENSATION:

None

F -- HANDICRAFT MANAGER



Legend

— Supervising Authority

— Line of Succession

INMATE POSITIONS

* * * * * * * * * * * *

Handicraft Maintenance	F-50
Fire Watch - Hobby Maintenance	F-51
East Gate Handicraft Store	F-52
Visiting Room Handicraft Store	F-53
Handicraft Shop - Tool Room - Saw Filer	F-54
Inventory Control Handicraft	F-55
Manager's Assistant Handicraft	F-56
Handicraft Stockroom Clerk #1	F-57
Handicraft Stockroom Clerk #2	F-58
Handicraft Catalogue and Purchase Order Clerk #1	F-59
Handicraft Catalogue and Purchase Order Clerk #2	F-60
Handicraft Shop Janitor	F-64

DUTIES:

The inmate assigned to this position assists the maintenance man position F-51, in the general maintenance of the Handicraft shop, its environs and equipment.

His duties call for repairing of equipment, re-painting various of areas of the shop and miscellaneous other tasks that might be directed by the Handicraft Manager.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position is required to be a "jack of all trades", he should be mechanical minded with an above average aptitude in this phase. It is required that he have knowledge of machine maintenance, and replacement of parts.

SPECIFICATIONS:

The inmate on this assignment is required to have at least medium A Custody to facilitate unlocks. It should be born in mind that the assignee should be suitable Minimum Custody because in the normal course of events, he will probably act as the eventual replacement for Position F-51.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:00 P.M., Cell count and is included on the weekend work list.

COMPENSATION:

Payroll Position #605 - Rate .02 per hour, 48 hours per week

DUTIES:

The inmate assigned to this position is responsible for the general maintenance of the Handicraft shop, its environs and equipment, and makes check during the evening hours for fire hazards, etc.

His duties call for repairing of equipment, re-painting various areas of the shop and miscellaneous other tasks that might be directed by the Handicraft Manager.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position is required to be a "jack of all trades", he should be mechanical minded with an above average aptitude in this phase. It is required that he have knowledge of machine maintenance, and replacement of parts.

SPECIFICATIONS:

The inmate on this assignment is required to have a Minimum Custody due to hours of assignment and work without supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 11:30 P.M., Yard Count 4:30 P.M. and 10:30 P.M. (3:30 P.M. and 9:45 P.M., Saturday, Sundays and Holidays). General Mess to furnish lunch, and is included on the weekend work list.

COMPENSATION:

Payroll position #605 - Rate .02 per hour, 48 hours per week.

EAST GATE HANDICRAFT STORE F-52

DUTIES:

The inmate assigned to this position acts as a salesman in the Handicraft store at the East Gate, selling hobby articles to visitors to this Institution. It is necessary for him to prepare a daily report of sales and cash balance for submission to the Trust Office at the close of each day's business. Keeps a general record of all sales, inventory and of returns to owner and receipt of articles from the Inside Handicraft Shop. It is necessary for him to keep the hobby articles and store in a clean and orderly manner.

He must take a monthly inventory at the Handicraft Manager's discretion also a quarterly inventory for forwarding to Sacramento.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be personable and have prior experience in salesmanship and in contact with customers. He should be completely trustworthy and have no institutional record of pilfering and dealing or conniving with other inmates. He should be neat and clean about his appearance due to the fact that he is in constant contact with free personnel and visitors.

SPECIFICATIONS:

The inmate on this assignment is required to have Minimum custody due to the fact that he must pass through the Front Count Gate, the Entrance Gate and work adjacent to the East Gate with a minimum amount of supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., East Gate Count

COMPENSATION:

Payroll Position #601 - Rate .04 per hour, 48 hours per week

DUTIES:

The inmate assigned to this position acts as a salesman in the Handicraft Store in the Visiting Room, selling hobby articles to visitors to this Institution. It is necessary for him to prepare a daily report of sales and cash balance for submission to the Trust Office at the close of each day's business. Keeps a general record of all sales, inventory and of returns to owner and receipt of articles from the Inside Handicraft Shop. It is necessary for him to keep the hobby articles and store in a clean and orderly manner.

He must take a monthly inventory at the Handicraft Manager's discretion also a quarterly inventory for forwarding to Sacramento.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be personable and have prior experience in salesmanship and in contact with customers. He should be completely trustworthy and have no institutional record of pilfering and dealing or conniving with other inmates. He should be neat and clean about his appearance due to the fact that he is in constant contact with free personnel and visitors.

SPECIFICATIONS:

The inmate on this assignment is required to have Minimum custody due to the fact that he must pass through the Front Count Gate, under all conditions of weather, and is required on occasion to work at night with a minimum amount of supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Front Count Gate Count.

COMPENSATION:

Payroll Position #602 - Rate .04 per hour, 48 hour week.

DUTIES:

The inmate assigned to this position is responsible for sharpening all tools used by the various vocational programs and the Handicraft shop. He shall also assist the regularly assigned maintenance man F-50 in the maintenance of the shop equipment, such as repairing and painting when necessary, and general handy work around the shop.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

This assignee should be an experienced saw filer and have the ability to grind and sharpen other tools when necessary. He should have a high mechanical aptitude.

SPECIFICATIONS:

The inmate assigned to this position should have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M., Cell count, no weekend work.

COMPENSATION:

None.

DUTIES:

The inmate assigned to this position shall maintain accurate ledger cards of all Handicraft Members. It will be necessary for him to post all materials purchased by the inmates to the record card, all mail-outs, etc. The files will be kept current by adding cards for all new members and removing all transfers.

He shall assist the Handicraft Manager in analysis and inspection of the ledger cards and assist in the monthly and quarterly inventory of all articles in the Handicraft Stores.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 35 words per minute with accuracy; should have a neat penmanship and be neat and accurate about his work. He should have a sense of integrity and have no Institutional record of pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position should be Minimum Custody to facilitate assisting in the inventories in the Handicraft Stores, which require that he be passed through the Front Count Gate and the Entrance Gate to the East Gate.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:00 P.M., (9:45 P.M. Saturday, Sundays and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

None *

DUTIES:

The inmate assigned to this position performs the following duties to assist the Handicraft Manager; prepares Sales Report for the Trust Office of all articles sold at the two re-sale stores; inventories all articles that are being sent to the stores for sale; wraps the articles that are being mailed home by the "Handicraft Members.

He shall keep records of all sales in each store, typing special reports and all other correspondence and memorandum that might be requested by the Handicraft Manager. He shall assist with the monthly inventory of articles on sale in the re-sale stores.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 45 words per minute with accuracy; should have a neat penmanship and be neat and accurate about his work. He should have a sense of integrity and have no Institutional record of pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position should be at least Medium A Custody to facilitate unlocks, it would be of an advantage to have a Minimum Custody to aid in the inventories of the Handicraft stores but this is not a necessity.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 10:10 P.M. (9:45 P.M. Saturday, Sunday and Holidays), Cell Count, and is included on the weekend work list.

COMPENSATION:

Payroll Position #603 -- Rate .04 per hour, 40 hours per week.

DUTIES:

The inmate assigned to this position is responsible for the stockroom in the Handicraft Shop. It shall be his duty to fill orders out of stock and issue these orders to the Handicraft members. He shall keep records of all stock sold.

The inmate assigned here will be required to take a quarterly inventory of all stock on hand.

SUPERVISING AUTHORITY.

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a neat penmanship and be neat and accurate about his work. He should have a sense of integrity and have no Institutional record of Pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M. , Cell count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position shall assist the Clerk #1 in the Stockroom Position F-57, in filling out orders from stock to issue to Handicraft Members. He shall assist in keeping the necessary records and helping with the quarterly inventory of all stock on hand.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should have a neat penmanship and be neat and accurate about his work. He should have a sense of integrity and have no Institutional record of pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week. 8:00 A.M. to 10:10 P.M., Cell count, no weekend work.

COMPENSATION:

None

HANDICRAFT CATALOGUE AND PURCHASE ORDER
CLERK #1 F-59

DUTIES:

The inmate assigned to this position shall be responsible for all purchase orders emanating from the Handicraft Store on materials to be purchased from the vendors by the inmate handicraft members. He shall check the inmate's material orders and make extensions of same prior to typing of the Purchase Orders.

He shall check orders upon receipt against the packing slip. He shall assist in keeping the inventory Tally Sheets up to date and in posting the sale of Handicraft articles at the stores on the record cards.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 45 words per minute with accuracy with particular attention being paid to the figures on the Purchase Orders. He should have a head for figures and the ability to use the adding machines with accuracy in making extensions, etc. He should have a neat penmanship and be neat and accurate about his work. It is required that he have a sense of integrity and have no institutional record of pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M., Cell Count, no weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position shall assist the Clerk #1, Catalogue and Purchase Order Position F-59, in the processing of the purchase orders on materials to be purchased from the Vendors by the inmate Handicraft Members. He shall check the inmate's material orders and make extensions of same prior to typing of the purchase orders.

He shall assist in receiving the orders from the Vendors by aiding in checking the packing slip against the contents. He shall assist in posting the inventory tally sheets.

SUPERVISING AUTHORITY:

Handicraft Manager

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position should be able to type approximately 45 words per minute with accuracy with particular attention being paid to the figures on the Purchase Orders. He should have a head for figures and the ability to use the adding machine with accuracy in making extensions, etc. He should have a neat penmanship and be neat and accurate about his work. It is required that he have a sense of integrity and have no Institutional record of pilfering and dealing or conniving with other inmates. The ability to say "no".

SPECIFICATIONS:

The inmate assigned to this position must have at least Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 10:10 P.M., Cell Count, no weekend work.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
HANDICRAFT SHOP F-64

DUTIES:

See Description under G-64 Day Correctional
Officer

SUPERVISING AUTHORITY:

Handicraft Manager
Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

See Description under G-64 Day Correctional
Officer.

SPECIFICATIONS:

See Description G-64

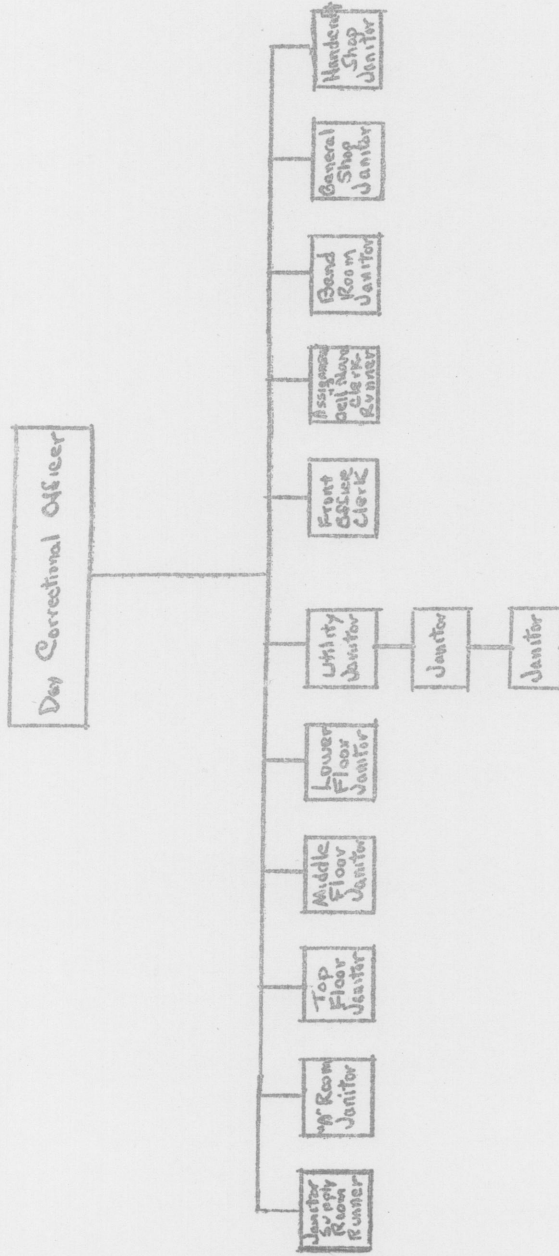
ASSIGNED HOURS:

See Description G-64

COMPENSATION:

None

G - DAY CORRECTIONAL OFFICER



Legend

- Supervising Authority
- Lines of Succession

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

Band Room Janitor	G-18
Front Office Clerk	G-19
Assignment & Cell Move Clerk and Runner	G-61
"A" Room Janitor	G-62
General Shop Janitor	G-63
Handicraft Shop Janitor	G-64
Utility Janitor-Education Building	G-65
Top Floor Janitor-Education Building	G-66
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DUTIES

See Description A-18 under the Supervisor
Prison Education

SUPERVISING AUTHORITY:

Supervisor Prison Education
Day & Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

See Description A-18 under the Supervisor
Prison Education

SPECIFICATIONS:

See Description A-18

ASSIGNED HOURS:

See Description A-18

COMPENSATION:

None

FRONT OFFICE CLERK G-19

DUTIES:

See Description A-19 under the Supervisor
Prison Education.

SUPERVISING AUTHORITY:

Supervisor Prison Education
Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

See Description A-19 under the Supervisor
Prison Education.

SPECIFICATIONS:

See Description A-19

ASSIGNED HOURS:

See Description A-19

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for the accuracy of the numerical and alphabetical 3 x 5 Card File of all inmates in this Institution. He shall make new cards for both files on their arrival in the Institution from the CDC 107 Daily Record of Arrivals and Departures. From this Form he shall remove all transfers, paroles, discharges, deceased, etc. The numerical file cards should be posted daily from the Daily Cell and Job Change sheet issued by the Captain's Office, in order that all education information, such as Activity Cards, notices, etc., may be properly posted with the correct cell information for delivery by the Mail Office. He records the cell number on Cell Study Courses, Hobby pickup slips, veteran's correspondence, etc., and delivers this material to the correct cell blocks. He also picks up the correspondence lessons from the Education Boxes in the South Building and the East Block.

He shall deliver the ducats to the inmates assigned to the Education Building, also for students. He shall trace absentee whereabouts for the Correctional Officer.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

This assignee should be able to type approximately 25 words per minute for the purpose of making out the new file cards, and should have a legible penmanship for the positing of same. He should be trustworthy and be interested enough in his assignment to keep the files accurate at all times.

SPECIFICATIONS:

The inmate assigned to this position may be close custody as there are no unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
"A" ROOM G-62

DUTIES:

The inmate assigned to this position is responsible for keeping the A Room in the building adjacent to the Education Building in a clean and sanitary condition during all hours of the day. This room is used as a classroom for therapy groups and lectures, and various other meetings conducted by the members of this Institutions's Staff. In view of the fact that this room is used on and off during all hours of the day, so it should be checked and policed when necessary. This duty includes keeping the floor clean and emptying the ash cans when necessary.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This assignment requires at least Medium A Custody as the inmate is required to work on the weekends without direct supervision and his duties require him to pass beyond the Yard Office Gate.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Cell Count and is included on the weekend List.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
GENERAL SHOP G-63

DUTIES:

The inmate assigned to this position is responsible for keeping the General Shop in the Education Building in a clean and sanitary condition. This requires cleaning of the shop before the morning class, after it, and after the eve afternoon class. This is a necessity due to the fact that the building is on show to the visiting groups at any time, and the fact that it is an institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

The Inmate assigned to this position may be Close Custody as it does not require any unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, No weekend work.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
HANDICRAFT SHOP G-64

DUTIES:

The inmate assigned to this position is responsible for keeping the Handicraft Shop in the building adjacent to the Garden Beautiful in a clean and sanitary condition. This requires cleaning the shop every morning, which is usually quite dirty at this time due to the evening Hobby Classes. He should make summary cleanings during the day when necessary. This is a necessity due to the fact that the shop is subject to have visitors at any time during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Handicraft Manager
Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

The inmate assigned to this position may be close custody as it does not require any unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, No weekend work.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
UTILITY G-65

DUTIES:

The inmate assigned to this position is responsible for assisting the inmate assigned to position G-66 in keeping the top floor of the Education Building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once every three months the floor is waxed during the school vacation. At least once a week the desks are waxed and the furniture is cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

The inmate assigned to this position may be close custody as it does not require any unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, No weekend work.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
TOP FLOOR G-66

DUTIES:

The inmate assigned to this position is responsible for keeping the top floor of the Education Building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once every three months the floor is waxed during the school vacation. At least once a week the desks are waxed and the furniture is cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This assignment requires at least Medium A Custody as the inmate is required to work on the weekends without direct supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Cell count and is included on the weekend work list.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
MIDDLE FLOOR G-67

DUTIES:

The inmate assigned to this position is responsible for keeping the middle floor of the Education Building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once every three months the floor is waxed during the school vacation. At least once a week the desks are waxed and the furniture is cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This assignment requires at least Medium A Custody as the inmate is required to work on the weekends without direct supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Cell Count, and is included on the weekend work list.

COMPENSATION:

None

JANITOR - EDUCATION BUILDING
LOWER FLOOR G-68

DUTIES:

The inmate assigned to this position is responsible for keeping the lower floor of the Education Building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once a week the desks should be waxed and the furniture should be cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This assignment requires at least a Medium A Custody as the inmate is required to work on the weekends without direct supervision.

ASSIGNED HOURS:

This assignment is for seven days per week, 8:00 A.M. to 4:00 P.M., Cell Count, and is included on the weekend work list.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for assisting the inmate assigned to position G-67 in keeping the middle floor of the education building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once every three months the floor is waxed during the school vacation. At least once a week the desks are waxed and furniture is cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATION:

The inmate assigned to this position may be close custody as it does not require any unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, No weekend work.

COMPENSATION:

None

DUTIES:

The inmate assigned to this position is responsible for assisting the inmate assigned to position G-68 in keeping the lower floor of the Education Building in a clean and sanitary condition. This requires cleaning the floor thoroughly every morning and policing during the day when necessary. Once a week the desks should be waxed and the furniture should be cleaned with furniture polish. This is a necessity due to the fact that the Education Building is on show to visiting groups at all times during the day, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to a position of this type.

SPECIFICATIONS:

The inmate assigned to this position may be close custody as it does not require any unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION:

None

JANITOR -EDUCATION BUILDING
SUPPLY ROOM RUNNER G-71

DUTIES:

The inmate assigned to this position is responsible for the cleanliness of the Education Building Supply Room and the delivery of all supplies that are prepared for such to the various departments and sections under the aegis of the Classification and treatment program, such Identification, the Chapel, Vocational shops, etc.

SUPERVISING AUTHORITY:

Day Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

THE inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. He should have a clean conduct record, no instances of Pilfering or Dealing, or conniving with other inmates. This restriction is important, as the cost of the materials and supplies that must be delivered to the various Departments is considerable, and must be delivered as indicated as the various Departments are charged out with the same. In relation to the janitorial duties, it has been found that the colored race generally make the best assignees, however, since these duties are nominal by virtue of the small area, any other person who can meet the standards could be employed on this position, if he was willing to perform the janitorial duties.

SPECIFICATIONS:

The inmate assigned to this position may be Close Custody as it does not require any unlocks.

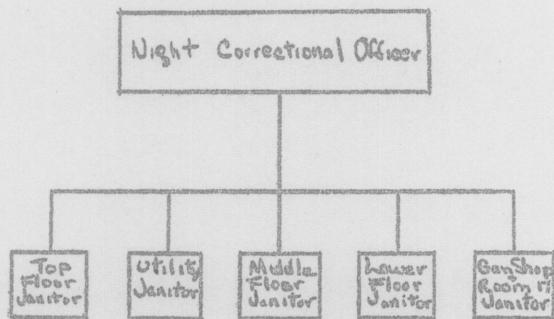
ASSIGN HOURS:

This assignment is for five days per week, 8:00 A.M. to 4:00 P.M., Cell Count, no weekend work.

COMPENSATION :

None

H - NIGHT CORRECTIONAL OFFICER



Legend

— Supervising Authority

I N M A T E P O S I T I O N S
* * * * * * * * * * * * *

Top Floor Janitor- Education Building Nights	H-72
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Middle Floor Janitor-Education Building Nights	H-74
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JANITOR - NIGHTS EDUCATION DEPARTMENT
TOP FLOOR H-72

DUTIES:

The inmate assigned to this position is responsible for keeping the top floor of the education building in a clean and sanitary condition during the evening hours of school. This is a necessity due to the fact that the Building is on show to the visiting groups at any time, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday from 6:00 P.M. to 10:10 P.M., Cell count. No weekend work.

COMPENSATION:

None

JANITOR - NIGHTS EDUCATION DEPARTMENT
UTILITY H-73

DUTIES:

The inmate assigned to this position is responsible to assist the other Janitor on the top Floor in the performance of his duties and to do whatever other duties are requested or required by his supervisor. He shall assist in keeping the Education Building clean during the evening hours of school.

SUPERVISING AUTHORITY:

Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday from 6:00 P.M. to 10:10 P.M., Cell Count, No Weekend work.

COMPENSATION:

None

JANITOR -- NIGHTS EDUCATION BUILDING
MIDDLE FLOOR H-74

DUTIES:

The inmate assigned to this position is responsible for keeping the middle floor of the Education Building in a clean and sanitary condition during the evening hours of school. This is a necessity due to the fact that the Building is on show to the visiting groups at any time, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday from 6:00 P.M. to 10:10 P.M., Cell Count, No Weekend work.

COMPENSATION:

None

JANITOR - NIGHTS EDUCATION BUILDING
LOWER FLOOR H-75

DUTIES:

The inmate assigned to this position is responsible for keeping the lower floor of the Education Building in a clean and sanitary condition during the evening hours of school. This is a necessity due to the fact that the Building is on show to the visiting groups at any time, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday from 6:00 P.M. to 10:10 P.M., Cell Count. No Week-end work.

COMPENSATION:

None

JANITOR - NIGHTS EDUCATION BUILDING
GENERAL SHOP AND ROOM 17 H-76

DUTIES:

The inmate assigned to this position is responsible for keeping the General Shop and the Room 17 of the Education Building in a clean and sanitary condition during the evening hours of school. This is a necessity due to the fact that the building is one show to the visiting groups at any time, and the fact that it is an Institution policy to keep all Departments clean at all times.

SUPERVISING AUTHORITY:

Night Correctional Officer

REQUIREMENTS AND QUALIFICATIONS:

The inmate assigned to this position shall be neat and clean about his appearance as in a position of this type, a man's personal appearance is reflected in his work. The inmate should desire to perform duties of this sort. Members of the colored race generally make the best assignees to this type of position.

SPECIFICATIONS:

This inmate must be Medium A Custody to facilitate unlocks.

ASSIGNED HOURS:

This assignment is for five days per week, Monday through Friday from 6:00 P.M. to 10:10 P.M., Cell Count. No Week-end work.

COMPENSATION:

None

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* Indicates Cross-reference