

JPR Requisite Skills and Knowledge

With JPR 1:

- Assign tasks or responsibilities to unit members (4.2.1)
 - **Requisite Knowledge.** Verbal communications during emergency incidents, techniques used to make assignments under stressful situations, and methods of confirming understanding.
 - **Requisite Skills.** The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.
- Explain the needs and benefits of collecting incident response data (4.4.5)
 - **Requisite Knowledge.** The agency's records management system.
 - **Requisite Skills.** The ability to communicate both orally and in writing.

With JPR 2:

- Assign tasks or responsibilities to unit members (4.2.2)
 - **Requisite Knowledge.** Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.
 - **Requisite Skills.** The ability to issue instructions for frequently assigned unit tasks based on department policy.
- Coordinate the completion of assigned tasks and projects by members (4.2.6)
 - **Requisite Knowledge.** Principles of supervision and basic human resource management
 - **Requisite Skills.** The ability to plan and to set priorities.

With JPR 3:

- Direct unit members during a training evolution (4.2.3)
 - **Requisite Knowledge.** Verbal communication techniques to facilitate learning.
 - **Requisite Skills.** The ability to distribute issue-guided directions to unit members during training evolutions.
- Apply safety regulations at the unit level (4.7.1)
 - **Requisite Knowledge.** The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.
 - **Requisite Skills.** The ability to identify safety hazards and to communicate orally and in writing.

With JPR 4:

- Recommend action for member-related problems (4.2.4)
 - **Requisite Knowledge.** The signs and symptoms of member-related problems, causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency services personnel, adverse effects of stress on the performance of emergency service personnel and awareness of AHJ member assistance policies and procedures.
 - **Requisite Skills.** The ability to recommend a course of action for a member in need of assistance.
- Apply human resource policies and procedures (4.2.5)
 - **Requisite Knowledge.** Human resource policies and procedures.
 - **Requisite Skills.** The ability to communicate orally and in writing and to relate interpersonally.

With JPR 5:

- Initiate action on a community need (4.3.1)
 - **Requisite Knowledge.** Community demographics and service organizations, as well as verbal and nonverbal communication, and an understanding of the role and mission of the department.
 - **Requisite Skills.** Familiarity with public relations and the ability to communicate verbally.

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

With JPR 6:

- Initiate action to a citizen's concern (4.3.2)
 - **Requisite Knowledge.** Interpersonal relationships and verbal and nonverbal communication.
 - **Requisite Skills.** Familiarity with public relations and the ability to communicate verbally.
- Respond to a public inquiry (4.3.3)
 - **Requisite Knowledge.** Written and oral communication techniques.
 - **Requisite Skills.** The ability to relate interpersonally and to respond to public inquiries.

With JPR 7:

- Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level. (4.4.1)
 - **Requisite Knowledge.** Written and oral communication.
 - **Requisite Skills.** The ability to relate interpersonally and to communicate change in a positive manner.

With JPR 8:

- Prepare a budget request (4.4.3)
 - **Requisite Knowledge.** Policies and procedures and the revenue sources and budget process.
 - **Requisite Skill.** The ability to communicate in writing.
 -

With JPR 9:

- Explain the purpose of each management component of the organization (4.4.4)
 - **Requisite Knowledge.** Organizational structure of the department and functions of management.
 - **Requisite Skills.** The ability to communicate verbally in a clear and concise manner.

With JPR 10:

- Describe the procedures of the AHJ for conducting fire inspections (4.5.1)
 - **Requisite Knowledge.** Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials.
 - **Requisite Skills.** The ability to communicate in writing and to apply the appropriate codes and standards.
- Identify construction, alarm, detection, and suppression features (4.5.2)
 - **Requisite Knowledge.** Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards.
 - **Requisite Skills.** The ability to use evaluative methods and to communicate orally and in writing.

With JPR 11:

- Secure an incident scene (4.5.3)
 - **Requisite Knowledge.** Types of evidence, the importance of fire scene security, and evidence preservation.
 - **Requisite Skills.** The ability to establish perimeters at an incident scene.

With JPR 12:

- Develop an initial action plan (4.6.1)
 - **Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.
 - **Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.
- Implement an action plan at an emergency operation (4.6.2)
 - **Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system.
 - **Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

With JPR 13:

- Conduct an initial accident investigation (4.7.2)
 - **Requisite Knowledge.** Procedures for conducting an accident investigation and safety policies and procedures.
 - **Requisite Skills.** The ability to communicate orally and in writing and to conduct interviews.

With JPR 14:

- Explain the benefits of being physically and medically capable of performing assigned duties (4.7.3)
 - **Requisite Knowledge.** National death and injury statistics, fire service safety and wellness initiatives, and agency policies.
 - **Requisite Skills.** The ability to communicate orally.

With JPR 15:

- Develop and conduct a post-incident analysis (4.6.3)
 - **Requisite Knowledge.** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response tactics and operations and customer service.
 - **Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills.
 -

The following candidate has successfully met all required performance skills for the Fire Officer I, NFPA 1021 2014 Edition:

Please make sure you eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the AzCFSE office by an AzCFSE designated Proctor.

Once this packet has been submitted to AzCFSE, it becomes the property of AzCFSE and will NOT be returned. Please make sure you keep a copy for your records.

CANDIDATE: _____

DATE: _____

INSTRUCTOR: _____

DATE: _____

EVALUATOR: _____

DATE: _____

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

**4.2.1 Human Resources Management
4.4.5 Administration**

JPR# FOI -1

Candidate: _____

<p>STANDARD: 4.2.1 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.4.5 NFPA 1021, 2014 Edition</p>	<p>TASK: Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.</p> <p>Task: Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.</p>
<p>PERFORMANCE OUTCOME: The Candidate will assume the role of company officer supervising the first-due fire company at a residence fire (actual or simulated). Candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will collect all incident response data and complete all organizational incident response forms.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Firefighting equipment necessary to complete evolutions.</p>	

		Pass	Fail
1	Assign tasks or responsibilities to unit-members at an emergency (attach candidate narrative describing the process) .		
2	Give instructions that are complete, clear, and concise.		
3	Confirm understanding of assignments.		
4	Convey desired outcomes.		
5	Efficiently utilize personnel and equipment available to the company		
6	Explain the needs and benefits of collecting incident response data (attach candidate narrative describing the benefits of incident response data) .		
7	Conduct an incident response report using proper policies, forms and procedures (attach incident response report) .		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.2.2 and 4.2.6 Human Resource Management

JPR# FOI -2

Candidate: _____

<p>STANDARD: 4.2.2 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.2.6 NFPA 1021, 2014 Edition</p>	<p>Task: Assign tasks or responsibilities to unit members following departmental policy, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed and the desired outcomes are conveyed.</p> <p>Task: Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.</p>
<p>PERFORMANCE OUTCOME: The Candidate will assume the role of company officer supervising other firefighters at a station. The candidate will assign non-emergent job duties our projects to unit members such as (station duties, apparatus maintenance, special projects) The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company’s assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure..</p>	
<p>EQUIPMENT REQUIRED: Paper, Pen/pencil, computer if applicable.</p>	

		Pass	Fail
1	Provide appropriate safety equipment to each member based on task.		
2	Give instructions that are clear, concise, and precise and follow departmental policy.		
3	Prioritize and efficiently utilize personnel and equipment available to the company in order to coordinate completion of the assigned tasks.		
4	Provide for adequate supervision and evaluate the performance of each member.		
5	Create a written plan that fully accomplishes the assignment (attach written report describing what specific resources are assigned to each firefighter and establishing the order of priority and timeline for completion).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

**4.2.3 Human Resource Management
4.7.1 Health and Safety**

JPR# FOI -3

Candidate: _____

<p>STANDARDS: 4.2.2, 4.2.3, 4.2.6, NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.4.2, 4.7.1 NFPA 1021, 2014 Edition</p>	<p>TASK: Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.</p> <p>TASK: Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.</p>
<p>PERFORMANCE OUTCOME: The Candidate will assume the role of a company officer conducting a training evolution for those under his command. The Candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Company members, training equipment necessary to complete the assigned evolution. Policies and procedures.</p>	

		Pass	Fail
1	Provide appropriate written or verbal instructions to the company members.		
2	Based on identified safety hazard, reviewed safety regulations.		
3	Ensure compliance with applicable policies and procedures and ensure that the evolution is performed safely and efficiently as directed.		
4	Maximize learning by anticipating needs or problems.		
5	Address improper methods or mistakes made by company members.		
6	Document training utilizing appropriate method and complete required reports (attach report and candidate narrative which describes the training completed, and the safety regulations followed for the training).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.2.4 and 4.2.5 Human Resource Management

JPR# FOI -4

Candidate: _____

<p>STANDARD: 4.2.4 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.2.5 NFPA 1021, 2014 Edition</p>	<p>TASK: Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.</p> <p>Task: Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.</p>
<p>PERFORMANCE OUTCOME: The Candidate will assume the role of company officer. A subordinate member of the fire department approaches the company officer with a problem. Member-related problems could include substance abuse; acute, chronic and delayed stress; and health, financial, personal, family, and other situations that may adversely affect the member's job performance. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the Company Officer's scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the Company Officer's next in line Supervisor.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Subordinate member and supervisor of the company officer. Policies and procedures. Paper, pen/pencil, computer if applicable.</p>	

		Pass	Fail
1	Ensure the privacy of conversation between Officer and subordinate.		
2	Demonstrate a caring, mature, and responsible attitude, and good interpersonal communication skills.		
3	Adhere to applicable Human Resources policies and procedures (state what policies may apply to the situation, if any).		
4	Provide verbal or written notification to Officer's supervisor as appropriate for the circumstances.		
5	Provide a good faith recommendation for further action to the member (attach copy of narrative describing actions taken and recommendation made to the member, and what was reported to the supervisor).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.3.1 Community and Government Relations

JPR# FOI -5

Candidate: _____

STANDARD: 4.3.1 NFPA 1021, 2014 Edition	Task: Initiate action on a community need, given policies and procedures, so that the need is addressed.	
PERFORMANCE OUTCOME: Candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) Candidate will answer the need accurately, courteously, and in accordance with policies and procedures.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
EQUIPMENT REQUIRED:		

		Pass	Fail
1	Demonstrate understanding/compliance with policies and procedures.		
2	Respond to the community need accurately and in a timely fashion.		
3	Provide or deliver resources to meet the requested community need.		
4	Demonstrate the ability to coordinate and schedule a community need (attach candidate narrative describing the community need addressed, and the steps taken in detail).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.3.2 and 4.3.3 Community and Government Relations

JPR# FOI –6

Candidate: _____

<p>STANDARD: 4.3.2 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.3.3 NFPA 1021, 2014 Edition</p>	<p>TASK: Initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.</p> <p>TASK: Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.</p>
<p>PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and will communicate with a citizen in regards to a concern they have brought to your attention. The candidate will appropriately respond to a routine request from a citizen of the community. Candidate will then initiate the process and respond to the desired community need. The member shall demonstrate familiarity with public relations and the ability to communicate verbally.</p>	
<p>CONDITIONS: During a simulation or live event, the candidate will demonstrate familiarity with public relations and the ability to communicate verbally.</p>	
<p>EQUIPMENT REQUIRED: : Training structure/site, classroom or fire station, SOP/SOG, forms, reports, and writing materials.</p>	

		Pass	Fail
1	Demonstrate a respectful and professional attitude.		
2	Allow the citizen time to adequately communicate the concern.		
3	Properly identify citizen concern.		
4	Provide immediate attention to the citizen concern.		
5	Assure citizen that action will be taken to address the concern.		
6	Initiate proper action or refer to the proper individual, as appropriate (attach candidate narrative, description and information regarding the citizen’s concern, action taken, and any policies addressed).		
7	Demonstrate understanding/compliance with any policies that apply		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.4.1 Administration

JPR# FOI -7

Candidate: _____

STANDARD: 4.4.1 NFPA 1021, 2014 Edition	TASK: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
---------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and recommend change to existing policy or implement a new policy. Following the approval of such policy, the candidate will provide this policy as new information and provide an implementation for the company training members. Candidate will then update or make changes to any report forms, logs or filing systems that are affected by the implementation of the new or revised policy.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Company members. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.

		Pass	Fail
1	Show understanding and personal compliance with a new policy or recommend changes to existing policy.		
2	Describe new policy in a manner understandable to the members.		
3	Answer any questions correctly with regard to the new policy.		
4	Demonstrate how new policy requires form/reports to be completed.		
5	Adequately communicate information verbally and in writing.		
6	Communicate why the new policy is necessary (attach candidate narrative and information regarding the new policy or policy change, and why it is necessary).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.4.3 Administration

JPR# FOI -8

Candidate: _____

<p>STANDARD: 4.4.2, 4.4.3 NFPA 1021, 2014 Edition</p>	<p>TASK: Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.</p>
<p>PERFORMANCE OUTCOME: Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Specific facility. Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data. Computer, if applicable.</p>	

		Pass	Fail
1	Obtain proper request forms and procedures.		
2	Research revenue sources for budget.		
3	Obtain supporting data to the budget request.		
4	Develop and organize an outlined budget plan		
5	Produce completed plan using the appropriate forms and reports.		
6	Submit complete budget packet to proper budget coordinator (attach budget request and candidate narrative describing the need addressed and steps taken).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.4.4 Administration

JPR# FOI -9

Candidate: _____

STANDARD: 4.4.4 NFPA 1021, 2014 Edition	TASK: Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.
PERFORMANCE OUTCOME: Candidate will provide a current copy of their department's organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.	
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, charts and defined responsibilities etc., department policy or procedure.	
EQUIPMENT REQUIRED:	

		Pass	Fail
1	Identify the structure of an organization.		
2	Identify the functions of management.		
3	Communicate in writing the mission of the organization (attach copy of explanation of the mission of the organization).		
4	Communicate in writing the defined responsibilities and duties of the organization (attach copy of the description of the duties).		
5	Recommend changes to organizational chart or reinforce the current organizational structure if no changes are identified (attach copy of recommendation or reinforcement of existing organizational chart).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.5.1 Inspection and investigation

4.5.2 Inspection and investigation

JPR# FOI -10

Candidate: _____

<p>STANDARD: 4.5.1 NFPA 1021, 2014 Edition</p>	<p>TASK: Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:</p> <ul style="list-style-type: none"> (1) Assembly (2) Educational (3) Health care (4) Detention and correctional (5) Residential (6) Mercantile (7) Business (8) Industrial (9) Storage (10) Unusual structures (11) Mixed occupancies
<p>STANDARD: 4.5.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed:</p> <ul style="list-style-type: none"> (1) Public assembly (2) Educational (3) Institutional (4) Residential (5) Business (6) Industrial (7) Manufacturing (8) Storage (9) Mercantile (10) Special properties
<p>PERFORMANCE OUTCOME: Describe the procedures of the AHJ for conducting fire inspections, given any of the above listed occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated. In addition the candidate will identify construction, alarm, detection, and suppression systems and develop a pre-incident plan for the occupancy in accordance with approved policies and procedures of the AHJ.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Specific facility. Transportation to/from assigned facility. Pen/pencil, paper. Necessary pre-incident plan forms or reports. Inspection and pre-incident planning policy and procedures. Computer, if applicable.</p>	

		Pass	Fail
1	Describe the procedures of the AHJ for conducting fire inspections to ensure that all hazards are identified (demonstrate an understanding of the fire inspection process and attach a written document which explains it in some detail)		
2	Include all elements of a pre-incident plan according to policy, forms, drawings, etc.		
3	Produce completed pre-incident plan using the appropriate forms and reports (attach copy of a completed pre-incident plan).		
4	Communicate effectively using both verbal and written methods.		

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.5.3 Inspection and investigation

JPR# FOI -11

Candidate: _____

<p>STANDARD: 4.5.3 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.4.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.</p> <p>TASK: Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures</p>
<p>PERFORMANCE OUTCOME: Candidate will assume the role of Fire Department Officer and will be given a real or simulated fire incident scene. The Candidate will identify a preliminary need for a fire investigation and secure the scene and evidence by establishing perimeters to the scene. Candidate will identify potential witnesses and demonstrate the proper procedure for calling an Investigator.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Real or simulated fire incident scene with materials necessary to create the proper environment. Rope or barrier tape. Applicable reports or witness statement forms. Persons to act as first-arriving members and others such as witnesses, occupants, or others with incident information.</p>	

		Pass	Fail
1	Identify the need for a fire investigation.		
2	Adequately secure the fire scene to protect evidence.		
3	Establish a scene perimeter with which prohibits unauthorized entry (attach narrative describing the process of securing the scene and establishing perimeter).		
4	Identify potential witnesses (if any are identified).		
5	Establish need for investigator and use proper methods to request one.		
6	Complete report in agency record management system in accordance with policies and procedures (attach copy of completed report or candidate narrative outlining what is in the report if entered into an electronic database system).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.6.1 and 4.6.2 Emergency Service Delivery

JPR# FOI –12

Candidate: _____

<p>STANDARD: 4.6.1 NFPA 1021, 2014 Edition</p> <p>STANDARD: 4.6.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.</p> <p>TASK: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.</p>
<p>PERFORMANCE OUTCOME: Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.</p>	

		Pass	Fail
1	Develop and implement an effective initial action plan, including localized evacuation procedure.		
2	Analyze and use information gained in size-up.		
3	Utilize resources in a reasonable, safe, and prudent manner.		
4	Maintain supervision and accountability for personnel.		
5	Communicate effectively using both verbal and written methods (attach candidate narrative describing initial IAP in detail).		
6	Implement and operate within the emergency management system.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.7.2 Health and Safety

JPR# FOI -13

Candidate: _____

STANDARD: 4.7.2 NFPA 1021, 2014 Edition	TASK: Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented reports are processed in accordance with policies and procedures of the AHJ.
PERFORMANCE OUTCOME: Candidate will assume the role of Fire Department Company Officer and will conduct an Initial Accident Investigation involving a Fire Department Vehicle, or injury. Provided an actual or simulated accident scenario. Candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person. Candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident.	
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.	
EQUIPMENT REQUIRED: Safety and investigative policies and procedures. Persons to act as witnesses to the incident for the Candidate to interview. Applicable incident, investigation, and accident reports or forms. Actual or simulated accident scenario provided with photographs, sketches, circumstances, or witness statements to be presented as the Candidate performs the investigation.	

		Pass	Fail
1	Explain the reasons it is important to freeze apparatus in position in order to conduct investigation, if possible.		
2	Make appropriate notifications according to policy.		
3	Utilize all available resources to document incident and conditions.		
4	Interview witnesses to obtain facts, if possible.		
5	Identify factors contributing to the accident.		
6	Complete appropriate forms, reports, statements are required policy (attach candidate narrative regarding the investigation and copies of appropriate forms).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.7.3 Health and Safety

JPR# FOI -14

Candidate: _____

<p>STANDARD: 4.7.3 NFPA 1021, 2014 Edition</p>	<p>TASK: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.</p>
<p>PERFORMANCE OUTCOME: Candidate will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. Then the candidate will present this case study to personnel in their organization.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's case study and documentation of presentation to the organization.</p>	
<p>EQUIPMENT REQUIRED: Access to national death and injuries information and or related documents. Paper, Pen/pencil, computer if applicable.</p>	

		Pass	Fail
1	Identify the issues causing death and injuries in the fire service.		
2	Establish a fire service safety and wellness initiative or propose an initiative to be established.		
3	Show the ability to communicate in writing by creating a document explaining the initiative and the expected benefits (attach copy of document which explains the initiative and the expected benefits in some detail).		
4	Demonstrate ability to effectively communicate verbally by explaining the benefits of participating.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2014 Edition)

4.6.3 Emergency Service Delivery

JPR# FOI –15

Candidate: _____

<p>STANDARD: 4.6.3 NFPA 1021, 2014 Edition</p>	<p>TASK: Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.</p>
<p>PERFORMANCE OUTCOME: The candidate will be given a single unit emergency incident scenario and develop and conduct a post-incident analysis of the incident using proper policies and procedures.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.</p>	

		Pass	Fail
1	Conduct a post-incident analysis using proper policies, forms and procedures (attach copy of completed post-incident analysis).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date