

JPR Requisite Skills and Knowledge

With JPR1:

- **Produce operational plans (5.6.1)**
 - **Knowledge:** Standard operating procedures; national, state/provincial, and local information resources available for the mitigation of emergency incidents; an incident management system; and a personnel accountability system.
 - **Skills:** The ability to implement an incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.

With JPR 2:

- **Develop and Conduct a post-incident analysis (5.6.2)**
 - **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, strategy tactics and operations, and customer service.
 - **Skills:** The ability to implement an incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System

With JPR 3:

- **Evaluate the job performance of assigned members (5.2.2)**
 - **Knowledge:** Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.
 - **Skills:** The ability to communicate orally and in writing and to plan and conduct evaluations.
- **Initiate actions to maximize member performance and/or correct unacceptable performance. (5.2.1)**
 - **Knowledge:** Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.
 - **Skills:** The ability to communicate orally and in writing, to solve problems, to increase teamwork, and to counsel members.

With JPR 4:

- **Analyze a member's accident, injury, or health exposure history. (5.7.1)**
 - **Knowledge:** The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.
 - **Skills:** The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

With JPR 5:

- **Develop a plan to accomplish change in the organization. (5.4.6)**
 - **Knowledge:** Planning and implementing change.
 - **Skills:** The ability to clearly communicate orally and in writing.

With JPR 6:

- **Develop a policy or procedure. (5.4.1)**
 - **Knowledge:** Policies and procedures and problem identification.
 - **Skills:** The ability to communicate in writing and to solve problems.

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With JPR 7:

- **Develop a project or divisional budget. (5.4.2)**
 - **Knowledge:** The supplies and equipment necessary for ongoing or new projects; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and appropriate budgeting system.
 - **Skills:** The ability to allocate finances, to relate interpersonally, and to communicate orally and in writing.
- **Describe the process of purchasing, including soliciting and awarding bids. (5.4.3)**
 - **Knowledge:** Purchasing laws, policies, and procedures.
 - **Skills:** The ability to use evaluative methods and to communicate orally and in writing.

With JPR 8:

- **Explain the benefits to the organization of cooperating with allied organizations. (5.3.1)**
 - **Knowledge:** Agency mission and goals and the types and functions of external agencies in the community.
 - **Skills:** The ability to develop interpersonal relationships and to communicate orally and in writing.
- **Prepare a news release. (5.4.4)**
 - **Knowledge:** Policies and procedures and the format used for news releases.
 - **Skill:** The ability to communicate orally and in writing

With JPR 9:

- **Prepare a written report, given incident reporting data from the jurisdiction. (5.6.3)**
 - **Knowledge:** Analyzing data.
 - **Skills:** The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.
- **Prepare a concise report for transmittal to a supervisor. (5.4.5)**
 - **Knowledge:** The data processing system.
 - **Skills:** The ability to communicate in writing and to interpret data.

With JPR 10:

- **Determine the point of origin and preliminary cause of a fire. (5.5.1)**
 - **Knowledge:** Methods used by arsonists, common causes of fire, basic origin and cause determination, fire growth and development, and documentation of preliminary fire investigative procedures.
 - **Skills:** The ability to communicate orally and in writing and to apply knowledge using deductive skills.

With JPR 11:

- **Create a professional development plan for a member of the organization. (5.2.3)**
 - **Knowledge:** Development of a professional development guide and job shadowing.
 - **Skills:** The ability to communicate orally and in writing.

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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.

STUDENT: _____

DATE: _____

INSTRUCTOR: _____

DATE: _____

EVALUATOR: _____

DATE: _____

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

5.6.1 Emergency Services Delivery

JPR# FOII-1

Candidate: _____

<p>STANDARD: 5.6.1 NFPA 1021, 2014 Edition</p>	<p>Task: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of <i>NFPA 1600</i>, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with <i>NFPA 1600</i> and approved safety procedures resulting in the mitigation of the incident.</p>
<p>PERFORMANCE OUTCOME: Using the policies and procedures provided, the Fire Officer II candidate shall produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources, their assignments, and safety considerations for successful control of the incident are identified based on the assigned position within the incident management system.</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: Policies and procedures. Equipment and materials that will allow the completion of all grading elements. Current edition of NFPA 1600. AHJ-approved safety procedures.</p>	

		Pass	Fail
1	Fulfill duties and responsibilities according to assigned position in the incident management system.		
2	Supervise and account for assigned personnel.		
3	Identify the required resources.		
4	Identify resource assignments.		
5	Identify safety considerations for successful incident control.		
6	Produce and verbally present an appropriate operational plan (attach copy of operational plan and candidate narrative).		
7	Follow standard operating procedures.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.6.2 Emergency Services Delivery

JPR# FOII-2

Candidate: _____

<p>STANDARD: 5.6.2 NFPA 1021, 2014 Edition</p>	<p>Task: Develop and conduct a post-incident analysis, given multi-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.</p>
<p>PERFORMANCE OUTCOME: The Examiner will provide the Fire Officer II candidate with a multiple unit emergency scenario, associated forms, and reports from the emergency incident. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, to develop a multi-unit incident post-incident analysis. All key components of the post-incident analysis must be appropriately addressed. The Fire Officer II candidate shall first develop a written post-incident analysis report and then he or she will present the findings to the examiner in a verbal report.</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: Actual or generic department or agency policies & procedures Scenarios Emergency response/run reports ICS and/or PIA forms or checklists Writing equipment.</p>	

		Pass	Fail
1	Develop a written post-incident analysis that addresses the critical elements.		
2	Evaluate overall skill performance of the units during the incident.		
3	Verbally communicate the above key points to the examiner.		
4	Complete approved forms (attach copy of completed post-incident analysis and candidate narrative).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.2.1 and 5.2.2 Human Resource

JPR# FOII-3

Candidate: _____

<p>STANDARD: 5.2.1 NFPA 1021, 2014 Edition</p> <p>STANDARD: 5.2.2 NFPA 1021, 2014 Edition</p>	<p>Task: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.</p> <p>Task: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.</p>
<p>PERFORMANCE OUTCOME: Using the policies, procedures and other information provided, the Fire Officer II candidate shall evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. Using the human resources policies and procedures and other information provided, the Fire Officer II candidate shall demonstrate the proper method to initiate actions to maximize member performance and/or to correct unacceptable performance, so that member and/or unit performance improves or the issue is referred to the next level of supervision.</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: Policies and procedures document(s) Selected scenario</p>	

		Pass	Fail
1	Demonstrate knowledge of agency personnel evaluation policy.		
2	Measure employees past performance against established goals/objectives and rate performance according to agency established standards.		
3	Document evaluation in writing according to agency/ Human Resources policy. (attach copy of Evaluation(s) – removing any personal identifying details for privacy purposes)		
4	Identify any policy or procedures that have been broken (if applicable).		
5	Demonstrate knowledge of agency discipline policy.		
6	Identify what actions were to be taken to increase team work.		
7	Identify supervisor's role in correcting actions, if any.		
8	Identify deadline for actions to be corrected.		
9	Identify consequences if the infraction reoccurs.		
10	Counsel member according to agency policy and relate to member interpersonally.		
11	Document any disciplinary action in writing according to agency policy (attach copy of any disciplinary action if applicable).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.7.1 Health and Safety

JPR# FOII-4

Candidate: _____

<p>STANDARD: 5.7.1 NFPA 1021, 2014 Edition</p>	<p>Task: Analyze a member’s accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.</p>
<p>PERFORMANCE OUTCOME: The Fire Officer II candidate shall examine a case study of a member’s accident, injury, or health exposure and prepare a written report for a supervisor. The report shall identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.</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: Case Study as described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.</p>	

		Pass	Fail
1	Create a written report of illness, injury, health exposure, or death report (attach copy of completed report).		
2	Include all contributing factors in the report based on the case study.		
3	Identify unsafe work environment and/or behavior.		
4	Document actions taken in response to illness, injury, exposure, or death report (attach copy of documentation related to actions take).		
5	Provide recommendations to prevent reoccurrence (attach candidate narrative describing the issue addressed and the recommendation made).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.4.6 Administration

JPR# FOII-5

Candidate: _____

<p>STANDARD: 5.4.6 NFPA 1021, 2014 Edition</p>	<p>Task: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.</p>
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PERFORMANCE OUTCOME: The Fire Officer II candidate shall review and evaluate agency performance measure data. The Fire Officer II candidate shall interpret the data and make a recommendation for improvement or implementation. The Fire Officer II candidate shall develop a plan to accomplish change in the organization.

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: Fire department records. Specific request for details

		Pass	Fail
1	Obtain applicable performance measure data.		
2	Review and evaluate data.		
3	Identify possible trends and conduct trend analysis.		
4	Identify strengths and weaknesses in the data and if further data is required.		
5	Accurately document information.		
6	Make improvement/implementation recommendations in writing.		
7	Develop a plan to accomplish the change in the organization based on recommendations and so that the change is implemented in a positive manner (attach candidate narrative which describes in some detail the recommendations and the plan to accomplish change in the organization).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.4.1 Administration

JPR# FOII-6

Candidate: _____

<p>STANDARD: 5.4.1 NFPA 1021, 2014 Edition</p>	<p>Task: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.</p>
<p>PERFORMANCE OUTCOME: Given a department need, the Fire Officer II candidate shall develop a policy or procedure. The Fire Officer II candidate shall provide a cover memorandum that identifies the problem and proposes a solution, along with the proposed policy or procedure.</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: Agency mission and goals document(s). Policies and procedures document(s)</p>	

		Pass	Fail
1	Identify and document the policy or procedure problem(s).		
2	Document proposed solution(s) and identify how proposed solution solves the policy or procedure problem(s).		
3	Identify benefit to internal or external customers.		
4	Write policy or procedure, and cover memorandum so that documents are grammatically correct and properly formatted (attach copy of completed policy document, and candidate narrative).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.4.2 and 5.4.3 Administration

JPR# FOII-7

Candidate: _____

<p>STANDARD: 5.4.2 NFPA 1021, 2014 Edition</p> <p>STANDARD: 5.4.3 NFPA 1021, 2014 Edition</p>	<p>Task: Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</p> <p>Task: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.</p>
<p>PERFORMANCE OUTCOME: The Fire Officer II candidate shall prepare a properly formatted budget, accompanied by supporting data, for a departmental project. The Fire Officer II candidate shall use department records, policies, procedures or guidelines to develop the project budget. Then The Fire Officer II candidate shall describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. The Fire Officer II candidate shall ensure competitive bidding is used and shall document the entire process.</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: Pen/pencil, computer if applicable. Purchasing forms and purchasing policies/procedures. Reference data to be gathered by the candidate.</p>	

		Pass	Fail
1	Develop a written budget proposal (attach copy of budget proposal).		
2	Account for and allocated all capital, operating, and personnel costs.		
3	Justify the budget, cost vs. benefit.		
4	Use the correct type of budget for the project.		
5	Describe the process of competitive bidding: the process of soliciting for bids, evaluating and awarding bids and, purchasing, both verbally and in writing (attach copy of candidate narrative which describes the process of competitive bidding and awarding bids).		
6	Follow the department’s policies, procedures or guidelines.		
7	Verbally present budget proposal to the appropriate person.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.3.1 Community and Government Relations

JPR# FOII-8

5.4.4 Administration

Candidate: _____

<p>STANDARD: 5.3.1 NFPA 1021, 2014 Edition</p> <p>STANDARD: 5.4.4 NFPA 1021, 2014 Edition</p>	<p>Task: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.</p> <p>Task: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.</p>
<p>PERFORMANCE OUTCOME: Given a specific problem or issue in the community, the Fire Officer II candidate shall write a report that explains the benefits to the organization of cooperating with allied organizations. The Fire Officer II candidate shall serve as the department’s public information officer for today. The Fire Officer II candidate shall prepare a press release and deliver it verbally, given an event or topic, so that the information is appropriate, accurate, and formatted correctly.</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: Scenario and materials that will allow the completion of all grading elements. Policies and procedures document(s). Departmental forms.</p>	

		Pass	Fail
1	Describe the importance of the benefits to the organization of cooperating with allied organizations, the value of establishing external agency relationships, and how they can assist in agency mission and goals (attach written description which explains the reasons why these things are important).		
2	Describe the value of establishing external agency relationships.		
3	Describe how they can assist in agency mission and goals.		
4	Confidential information not disclosed.		
5	Prepare press release according to agency guidelines (attach copy of completed press release and candidate narrative).		
6	Include who, what, where, when and why in the first paragraph.		
7	Deliver press release verbally.		
8	Presentation is clear, concise, and free of technical or esoteric terminology.		
9	Represent agency in a positive manner.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.6.3 Emergency Service Delivery
5.4.5 Administration

JPR# FOII-9

Candidate: _____

<p>STANDARD: 5.6.3 NFPA 1021, 2014 Edition</p> <p>STANDARD: 5.4.5 NFPA 1021, 2014 Edition</p>	<p>Task: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.</p> <p>Task: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.</p>
<p>PERFORMANCE OUTCOME: The Examiner will provide the Fire Officer II candidate with incident reporting data from a jurisdiction. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, so that the major causes for service demands are identified for various planning areas within the service area of the organization. The Fire Officer II candidate shall first develop a written report and then he or she will present the findings to the examiner in a verbal report.</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: Actual or generic department or agency policies & procedures Scenarios – “incident reporting data from any jurisdiction” Writing equipment.</p>	

		Pass	Fail
1	Prepare written report, given incident reporting data from the jurisdiction (attach copy of report which identifies the major causes of fire service demands in the area).		
2	Analyze the major causes for service demands for various planning areas within the service area of the organization.		
3	Report written clearly.		
4	Correctly interpret response data.		
5	Identify the reasons for service demands.		
6	Communicate verbally, the key points to the examiner.		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.5.1 Inspection and Investigation

JPR# FOII-10

Candidate: _____

<p>STANDARD: 5.5.1 NFPA 1021, 2014 Edition</p>	<p>Task: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken.</p>		
<p>PERFORMANCE OUTCOME: Given a fire scene, photographs, diagrams, pertinent data, and/or sketches, the Fire Officer II candidate shall determine the point of origin and preliminary cause of the fire, and determine if arson is suspected. The Fire Officer II candidate shall document the findings and explain them verbally.</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: Scenario and materials that will allow the completion of all grading elements. Policies and procedures document(s). Departmental forms.</p>			
		Pass	Fail
1	Determine the point of origin.		
2	Determine a preliminary cause of fire.		
3	Determine if arson is suspected.		
4	Document findings (attach copy of report documenting the cause of the fire and a determination if arson is suspected).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

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

5.2.3 Human Resource

JPR# FOII-11

Candidate: _____

<p>STANDARD: 5.2.3 NFPA 1021, 2014 Edition</p>	<p>Task: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.</p>
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PERFORMANCE OUTCOME: The Fire Officer II candidate will develop a development plan that will describe the process and the requirements necessary for that member to promote to the next rank or position in that organization. The Fire Officer candidate will se

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: Policies and procedures document(s) Selected scenario

		Pass	Fail
1	Demonstrate knowledge of agency promotional requirements.		
2	Measure employee’s past performance against established goals/objectives and rated performance according to agency established standards.		
3	Develop a professional development guide for employee's future goals and objectives (attach copy of professional development guide for employee).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date