

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

The following candidate has successfully met all required performance skills for the Fire Officer I, NFPA 1021 2020 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.

Instructions: All skill sheets must be signed for all candidates on the final roster, showing completion of all skills and required projects. The **bolded instructions** on each skill sheet below explain what needs to be turned in for each candidate.

- Unless instructed to do otherwise, **scan each completed and signed packet into a PDF document** (one document per candidate) labeled by their last name. The completed skill projects must be placed in the skills packet following the corresponding signed skill sheet for that project. Do not send multiple documents per candidate.
- **Place each PDF into a Dropbox and send the link** to jeff.johnston@azcfse.org, or send electronically by some other method. Emails with attachments may also be sent but due to email size limitations it may be possible to only send a small number of packets per email.

CANDIDATE: _____ DATE: _____

INSTRUCTOR: _____ DATE: _____

EVALUATOR: _____ DATE: _____

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

**4.2.1 Human Resources Management
4.4.5 Administration**

JPR# FOI -1

Candidate: _____

<p>STANDARD: 4.2.1 NFPA 1021, 2020 Edition</p> <p>STANDARD: 4.4.5 NFPA 1021, 2020 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 (2020 Edition)

4.2.2 and 4.2.6 Human Resource Management

JPR# FOI -2

Candidate: _____

<p>STANDARD: 4.2.2 NFPA 1021, 2020 Edition</p> <p>STANDARD: 4.2.6 NFPA 1021, 2020 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 and confirm understanding.		
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 (2020 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, 2020 Edition</p> <p>STANDARD: 4.4.2, 4.7.1 NFPA 1021, 2020 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>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	Demonstrate an understand of the most common causes of personal injury and accidents to unit members.		
7	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 (2020 Edition)

4.2.4 and 4.2.5 Human Resource Management

JPR# FOI –4

Candidate: _____

<p>STANDARD: 4.2.4 NFPA 1021, 2020 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>STANDARD: 4.2.5 NFPA 1021, 2014 Edition</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	Recognize signs and symptoms of member related problems, possible causes of stress in emergency services personnel, and the adverse effects of stress on performance.		
4	Adhere to applicable laws, and Human Resources policies and procedures (state what policies may apply to the situation, if any).		
5	Provide verbal or written notification to Officer’s supervisor as appropriate for the circumstances.		
6	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 (2020 Edition)

4.3.1 Community and Government Relations

JPR# FOI -5

Candidate: _____

<p>STANDARD: 4.3.1 NFPA 1021, 2020 Edition</p>	<p>Task: Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CRR plan and policies and procedures, so that the community need is addressed.</p>
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PERFORMANCE OUTCOME: Candidate will appropriately implement a CRR plan to address a community need. Candidate will implement the CRR appropriately, 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..

EQUIPMENT REQUIRED: AHJ, CRR plan, and policies and procedures.

		Pass	Fail
1	Demonstrate a familiarity with public relations, needed to implement the CRR plan effectively and meet the community need.		
2	Demonstrate understanding/compliance with policies and procedures.		
3	Provide or deliver resources to implement the CRR plan appropriately and meet the community needs (list the resources required to meet the CRR plan).		
4	Demonstrate the ability to implement a CRR plan to address a community need (attach candidate narrative describing the CRR implemented, 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 (2020 Edition)

4.3.2 and 4.3.3 Community and Government Relations

JPR# FOI –6

Candidate: _____

<p>STANDARD: 4.3.2 NFPA 1021, 2020 Edition</p> <p>STANDARD: 4.3.3 NFPA 1021, 2020 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, and an understanding of public relations.		
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 (2020 Edition)

4.4.1 Administration

JPR# FOI -7

Candidate: _____

<p>STANDARD: 4.4.1 NFPA 1021, 2020 Edition</p>	<p>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.</p>
<p>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.</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. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.</p>	

		Pass	Fail
1	Show understanding and personal compliance with a new policy or recommend changes to existing policy.		
2	Describe new policy in a positive 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 (2020 Edition)

4.4.3 Administration

JPR# FOI –8

Candidate: _____

<p>STANDARD: 4.4.2, 4.4.3 NFPA 1021, 2020 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 (2020 Edition)

4.4.4 Administration

JPR# FOI -9

Candidate: _____

STANDARD: 4.4.4 NFPA 1021, 2020 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 (2020 Edition)

4.5.1 Inspection and investigation

4.5.2 Inspection and investigation

JPR# FOI -10

Candidate: _____

<p>STANDARD: 4.5.1 NFPA 1021, 2020 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> <ol 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, 2020 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> <ol 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 local fire inspection process and attach a written document which explains it in some detail)		
2	Demonstrate an understanding of applicable codes, ordinances and standards.		
3	Include all elements of a pre-incident plan according to policy, forms, drawings, etc.		
4	Produce completed pre-incident plan using the appropriate forms and reports (attach copy of a completed pre-incident plan).		
5	Communicate effectively using both verbal and written methods.		

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

4.5.3 Inspection and investigation

JPR# FOI –11

Candidate: _____

<p>STANDARD: 4.5.3 NFPA 1021, 2020 Edition</p> <p>STANDARD: 4.4.2 NFPA 1021, 2020 Edition</p>	<p>TASK: Direct unit level personnel to 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 direct unit level personnel to 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	Direct unit level personnel to 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	Demonstrate an understanding of what types of evidence need to be preserved.		
5	Identify potential witnesses (if any are identified).		
6	Establish need for investigator and use proper methods to request one.		
7	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 (2020 Edition)

4.6.1 and 4.6.2 Emergency Service Delivery

JPR# FOI -12

Candidate: _____

<p>STANDARD: 4.6.1 NFPA 1021, 2020 Edition</p> <p>STANDARD: 4.6.2 NFPA 1021, 2020 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.		
7	Activate the local emergency plan including localized evacuation procedures (if applicable).		

Proctor/Evaluator Comments: _____

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

4.7.2 Health and Safety

JPR# FOI -13

Candidate: _____

<p>STANDARD: 4.7.2 NFPA 1021, 2020 Edition</p>	<p>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.</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: 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.</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: 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.</p>	

		Pass	Fail
1	Demonstrate an understanding of safety policies and procedures.		
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 required by policy. Complete documentation necessary for exposure reporting and tracking (if applicable). (attach candidate narrative regarding the investigation and copies of appropriate forms).		
7	Apply safety regulations at the unit level and ensure that members understand their responsibilities by completing required training and completing reports to document the safety issues addressed (attach candidate narrative describing the training which was conducted and the process to ensure that members understand their responsibilities related to the safety regulations)		
8	Demonstrates an understanding of the most common causes of personal injury and accident to members, safety policy and procedures, basic workplace safety, the components of an infectious disease control program, and the selection, care, and maintenance of personal protective equipment in accordance with Chapter 7 of NFPA 1851.		

Proctor/Evaluator Comments: _____

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

Evaluator Name

Evaluator (Signature)

Date

Fire Officer I JOB PERFORMANCE SIGN-OFF SHEETS - NFPA Standard 1021 (2020 Edition)

4.7.3 Health and Safety

JPR# FOI -14

Candidate: _____

<p>STANDARD: 4.7.3 NFPA 1021, 2020 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	Demonstrate an understanding of national death and injury statistics, suicide prevention initiatives, fire service safety and wellness initiatives, and agency policies.		
4	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).		
5	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 (2020 Edition)

4.6.3 Emergency Service Delivery

JPR# FOI -15

Candidate: _____

STANDARD: 4.6.3 NFPA 1021, 2020 Edition	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.
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.	
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: 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.	

		Pass	Fail
1	Demonstrate an understanding of elements of a fire or rescue post incident analysis, basic building construction, basic fire protection systems and features, basic fuel loading, fire growth and development, the source of emergency operations controlling authority, including EMS protocols (if applicable), and customer service.		
2	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