

**FIRE OFFICER II
JOB PERFORMANCE
REQUIREMENT
SKILLS EVALUATION PACKET**



NFPA 1021

2014 Standard

**Nova Scotia Fire Service Professional Qualifications Board
C/o Office of the Fire Marshal
PO Box 697
Halifax, Nova Scotia
B3J 2T8**

Revised
Feb 1, 2017



FIRE OFFICER II

NFPA 1021, 2014 Edition

NFPA Standard 1021 (2014 Edition), Chapter 5

5.1 General.

For certification at Level II, the Fire Officer I shall meet the job performance requirements defined in Sections 5.2 through 5.7 of NFPA 1021 (2014 edition).

5.1.1 General Prerequisite Knowledge.

The organization of local government; enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

5.1.2 General Prerequisite Skills.

Intergovernmental and interagency cooperation.

HUMAN RESOURCE MANAGEMENT:

5.2 Human Resource Management.

This duty involves evaluating member performance, according to the following job performance requirements.

- JPR Sheet 1** NFPA Standard 1021 (2014 edition), Chapter 5, **5.2.1:** 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.
- (a) *Requisite Knowledge:* Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.
 - (b) *Requisite Skills:* The ability to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.
- JPR Sheet 2** NFPA Standard 1021 (2014 edition), Chapter 5, **5.2.2:** 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.
- (a) *Requisite Knowledge:* Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.
 - (b) *Requisite Skills:* The ability to communicate verbally and in writing and to plan and conduct evaluations.
- JPR Sheet 3** NFPA Standard 1021 (2014 edition), Chapter 5, **5.2.3:** 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.
- (a) *Requisite Knowledge:* Development of a professional development guide, job shadowing
 - (b) *Requisite Skills:* The ability to communicate orally, the ability to communicate in writing.

COMMUNITY AND GOVERNMENT RELATIONS

5.3 Community and Government Relations

This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements

JPR Sheet 4 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

- (a) *Requisite Knowledge:* Agency mission and goals, the types and functions of external agencies in the community.
- (b) *Requisite Skills:* The ability to develop interpersonal relationships, the ability to communicate orally, the ability to communicate in writing.

ADMINISTRATION:

5.4 Administration.

This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

JPR Sheet 5 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.1:** Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

- (a) *Requisite Knowledge.* Policies and procedures and problem identification.
- (b) *Requisite Skills.* The ability to communicate in writing and to solve problems.

JPR Sheet 6 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.2:** Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

- (a) *Requisite 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.
- (b) *Requisite Skill.* The ability to allocate finances, to relate interpersonally, and to communicate orally and in writing.

JPR Sheet 7 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.3:** 5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

- (a) *Requisite Knowledge.* Purchasing laws, policies, and procedures.
- (b) *Requisite Skills.* The ability to use evaluative methods and to communicate orally and in writing.

JPR Sheet 8 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.4** Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

- (a) *Requisite Knowledge.* Policies and procedures and the format used for news releases.
- (b) *Requisite Skills.* The ability to communicate orally and in writing.

JPR Sheet 9 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.5:** 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.

- (a) *Requisite Knowledge:* The data processing system.
- (b) *Requisite Skills:* The ability to communicate in writing and to interpret data.

JPR Sheet 10 NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.6:** 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.

- (a) *Requisite Knowledge:* Planning and implementing change.
- (b) *Requisite Skills:* The ability to clearly communicate orally, the ability to clearly communicate in writing.

INSPECTION AND INVESTIGATION:

5.5 Inspection and Investigation.

This duty involves conducting inspections to identify hazards and address violations and conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

- JPR Sheet 11** NFPA Standard 1021 (2014 edition), Chapter 5, **5.5.2:** 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.
- (a) *Requisite Knowledge:* Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures.
 - (b) *Requisite Skills:* The ability to communicate verbally and in writing and to apply knowledge using deductive skills.

EMERGENCY SERVICE DELIVERY:

5.6 Emergency Service Delivery.

This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.

- JPR Sheet 12** NFPA Standard 1021 (2014 edition), Chapter 5, **5.6.1:** 5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.
- (a) *Requisite 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.
 - (b) *Requisite 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.
- JPR Sheet 13** NFPA Standard 1021 (2014 edition), Chapter 5, **5.6.2:** 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.
- (a) *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, strategy tactics and operations, and customer service.
 - (b) *Requisite Skills.* The ability to write reports, to communicate orally, and to evaluate skills.
- JPR Sheet 14** NFPA Standard 1021 (2014 edition), Chapter 5, **5.6.3:** 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
- (a) *Requisite Knowledge:* Analyzing Data
 - (b) *Requisite Skills:* The ability to write clearly, the ability to interpret data correctly to identify the reasons for service demands

HEALTH AND SAFETY:

5.7 Safety.

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking appropriate action to prevent reoccurrence, according to the following job requirements.

- JPR Sheet 15** NFPA Standard 1021 (2014 edition), Chapter 5, **5.7.1:** 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

- (a) *Requisite Knowledge*: The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.
- (b) *Requisite Skills*: The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

The following candidate has successfully met all required performance skills for the Fire Officer II NFPA 1021 2014 edition:

CANDIDATE: _____ **DATE:** _____

DEPARTMENT HEAD: _____ **DATE:** _____



FIRE OFFICER II NFPA 1021, 2014 Edition

5.2 Human Resource Management

JPR# FO II-1

5.2.1 Human Resource Management

Revised 02/01/2017

Standard Area: Human Resource Management

Candidate:

SN#

Date

<p>STANDARD: 5.2.1 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>(a) Requisite Knowledge: Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.</p> <p>(b) Requisite Skills: The ability to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.</p>
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Performance Outcome: The Candidate will assume the role of company officer supervising four firefighters at a fire substation. One of the firefighters, a new father, was late twice last month. Each time he has provided a reasonable cause for his tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Again, some corrective action. The action taken is entirely up to the Candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: Member to act as Subordinate Firefighter. Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Adequately describe to the Firefighter the nature of the problem.				
2.	Make it clear in plain language what level of performance is expected.				
3.	Choose an action designed to correct unacceptable performance.				
4.	Inform the Firefighter of the corrective action to be taken				
5.	Follow human resources policies, procedures, or guidelines.				
6.	Complete a written report documenting the problem and action taken.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date

Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date
	FIRE OFFICER II NFPA 1021, 2014 Edition		

5.2 Human Resource Management

JPR# FO II-2

5.2.2 Human Resource Management

Revised 02/01/2017

Standard Area: Human Resource Management

Candidate:

SN#

Date

STANDARD: 5.2.2 NFPA 1021, 2014 Edition	TASK: 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. (a) Requisite Knowledge: Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating. (b) Requisite Skills: The ability to communicate orally and in writing and to plan and conduct evaluations.
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Performance Outcome: The Candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms, and job description, conduct a performance evaluation interview and make a written report.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Personnel records/forms, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather all available performance information prior to evaluating.				
2.	Follow applicable policies/procedures and maintain privacy.				
3.	Measure employee performance against the written job description.				
4.	Plan the evaluation interview as a tool to enhance performance.				
5.	Make a written report of performance on proper form/record.				
6.	Use Positive rather than Negative reinforcement whenever possible.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II NFPA 1021, 2014 Edition

5.2 Human Resource Management

JPR# FO II-3

5.2.3 Human Resource Management

Revised 02/01/2017

Standard Area: Human Resource Management

Candidate:

SN#

Date

STANDARD: 5.2.3 NFPA 1021, 2014 Edition	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. (a) Requisite Knowledge: Development of a professional development guide, including mentoring sessions and job shadowing. (b) Requisite Skills: The ability to communicate orally and in writing.				
Performance Outcome: The Candidate will create a written career development plan for a subordinate, which outlines the necessary knowledge, skills, abilities, and certifications that must be obtain in order to become eligible and prepared for a promotion (to Engineer, Lieutenant, etc.). The written career development plan shall include timelines for meeting milestones, and shall set mentoring and job shadowing guidelines. The written career development plan shall be presented to the subordinate, discussed, and implemented.					
Conditions: The Candidate will complete all elements of the assigned task.					
Equipment Required: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather information about the job requirements for the promotional position.				
2.	Determine, with the subordinate, future goals, plans, wishes, etc.				
3.	Develop a written career development plan.				
4.	Plan includes timelines and milestones of development.				
5.	Establishes mentoring and job shadowing guidelines.				
6.	Present the written career development plan to the subordinate.				
7.	Implement the written career development plan.				
8.	The written career development plan is realistic, reflects the promotional prerequisites.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II NFPA 1021, 2014 Edition

5.3 Community and Government Relations 5.3.1 Community and Government Relations Standard Area: Community and Government Relations

JPR: FOII-4
Revised 02/01/2017

Candidate: _____ **SN#** _____ **Date** _____

STANDARD: 5.3.1 NFPA 1021, 2014 Edition	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. (a) Requisite Knowledge: Understanding of the agency mission and goals, and the type and functions of external agencies in the community. (b) Requisite Skills: The ability to develop interpersonal relationships through oral and written communications.
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Performance Outcome: The Candidate shall develop a written proposal to implement an interagency program with an allied organization that identifies and addresses a specific problem or issue within the community, and how it affects the missions and goals of both agencies. The plan shall be presented to senior officers.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: The Candidate will utilize an AHJ specific issue that is provided to them by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Use effective problem solving methods.				
2.	Establish the need for an interagency program.				
3.	Create a written proposal outlining the issue and the benefits involved.				
4.	Utilize effective format for proposal writing.				
5.	Effectively presents the proposal to senior officers.				
6.	Describe the costs and benefits of the proposed program.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.4 Administration

JPR# FO II-5

5.4.1 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.1 NFPA 1021, 2014 Edition	TASK: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (a) Requisite Knowledge: Policies and procedures and problem identification (b) Requisite Skills: The ability to communicate in writing and to solve problems.				
Performance Outcome: The Candidate will create a written document containing a recommendation to senior officer(s). Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.					
Conditions: The Candidate will create a written document containing a recommendation to senior officer(s). Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.					
Equipment Required: Description of Existing Problem. Paper, Pen/pencil, Computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Use effective problem-solving methods.				
2.	Make a written proposal to senior officer(s).				
3.	Establish the need for policy or procedure.				
4.	Direct the written proposal to the appropriate person(s).				
5.	Utilize effective format for proposal writing.				
6.	Describes cost and benefits of proposed change.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.4 Administration

JPR# FO II-6

5.4.2 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.2 NFPA 1021, 2014 Edition	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. (a) Requisite Knowledge: The supplies and equipment necessary for ongoing or new projects, repairs to existing facilities, new equipment, apparatus maintenance, personnel costs, appropriate budgeting system. (b) Requisite Skills: The ability to allocate finances, to relate interpersonally, to communicate orally and in writing.				
Performance Outcome: The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Make a written budget proposal for the appropriate person.				
2.	Allocate and account for all capital, operating, and personnel costs.				
3.	Use the correct type of budget for the project/department.				
4.	Justify the budget, cost vs. benefit.				
5.	Utilize clear and concise written communication.				
6.	Follow the departments polices, procedures or guidelines.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.4 Administration

JPR# FO II-7

5.4.3 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.3 NFPA 1021, 2014 Edition	TASK: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (a) Requisite Knowledge: Purchasing laws, policies, and procedures. (b) Requisite Skills: The ability to use evaluative methods and to communicate orally and in writing.				
Performance Outcome: The candidate will describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. Candidate will ensure competitive bidding is used and entire process is documented.					
Conditions: The Candidate will complete all elements of the assigned task.					
Equipment Required: Pen/pencil, computer if applicable. Purchasing forms and purchasing policies and procedures. Reference data to be gathered by Candidate.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather all applicable information before beginning.				
2.	Describe the process of soliciting for bids both verbally and in writing.				
3.	Describe the process of awarding bids both verbally and in writing.				
4.	Describe the process of purchasing both verbally and in writing.				
5.	Ensure competitive bidding is utilized.				
6.	Utilize clear and concise written communication.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



**FIRE OFFICER II
NFPA 1021, 2014 Edition**

5.4 Administration

JPR# FO II-8

5.4.4 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.4 NFPA 1021, 2014 Edition	TASK: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. (a) Requisite Knowledge. Policies and procedures and the format used for news releases. (b) Requisite Skills. The ability to communicate orally and in writing.				
Performance Outcome: The Candidate will prepare a news release for a specific event or topic. Candidate will utilize proper format and communicate the message clearly and accurately.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: News release policies and procedures. Event or topic. Pen/pencil and paper, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Create a written news release.				
2.	Gather all applicable information before beginning.				
3.	Utilize proper news release format.				
4.	Obey applicable policies and procedures.				
5.	Communicate effectively in writing.				
6.	Produce a clear and effective message.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.4 Administration

JPR# FO II-9

5.4.5 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.5 NFPA 1021, 2014 Edition	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. (a) Requisite Knowledge. The data processing system. (b) Requisite Skills. The ability to communicate in writing and to interpret data.				
Performance Outcome: The Candidate will answer a specific request for information regarding trends, variances, or other related topics from a supervisor. Candidate will use department records from which to gather information to create a written report to transmit to the Supervisor.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Specific request for information from a supervisor. Fire department records, information management system, or data processing system. Paper, pen/pencil, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Create a written report for transmittal to the supervisor.				
2.	Directly answer the specific request for information.				
3.	Use an appropriate report format.				
4.	Utilize clear and concise written communication.				
5.	Properly access reference data.				
6.	Correctly analyze and interpret reference data.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.4 Administration

JPR# FO II-10

5.4.6 Administration

Revised 02/01/2017

Standard Area: Administration

Candidate:

SN#

Date

STANDARD: 5.4.6 NFPA 1021, 2014 Edition	TASK: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a positive manner. (a) Requisite Knowledge: Planning and implementing change. (b) Requisite Skills: The ability to clearly communicate orally and in writing.				
Performance Outcome: Given a newly approved policy, SOP, or procedure, the Candidate shall plan and implement the change within the agency. The change will reflect the intent of management and have the least intrusive impact as possible.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: The Candidate will be provided a new policy, SOP, or procedure by the training officer or senior officer. The same policy developed in JPR #3 may be used. Paper and Pen/pencil. Computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather all applicable information.				
2.	Create a written plan for implementation of the change.				
3.	Disseminate and reinforce the need for the change to applicable personnel.				
4.	Implement the change.				
5.	Training and documentation of acknowledgment by all affected personnel.				
6.	Followed agency procedures.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II NFPA 1021, 2014 Edition

5.5 Inspection and Investigation

JPR# FO II-11

5.5.1 Inspection and Investigation

Revised 02/01/2017

Standard Area: Inspection and Investigation

Candidate:

SN#

Date

STANDARD: 5.5.1 NFPA 1021, 2014 Edition	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. (A) Requisite Knowledge. Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures. (B) Requisite Skills. The ability to communicate orally and in writing and to apply knowledge using deductive skills.				
Performance Outcome: The candidate will be given a real or simulated fire incident scene. The candidate will determine the point of origin and identify a preliminary fire cause, using photographs, diagrams, pertinent data and/or sketches. Candidate will determine if arson is suspected. Candidate will document preliminary investigation procedures and results.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Real or simulated fire incident scene with materials necessary to create the proper environment. Applicable reports or witness statement forms. Photographs, diagrams, pertinent data and/or sketches. Paper, pen/pencil, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Determine point of origin.				
2.	Identify a preliminary cause of the fire.				
3.	Utilize all sources of incident information available.				
4.	Use appropriate investigation techniques.				
5.	Document the procedure and results of preliminary investigation/				
6.	Include all pertinent data with the preliminary investigation report.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II NFPA 1021, 2014 Edition

5.6 Emergency Service Delivery

JPR# FO II-12

5.6.1 Emergency Service Delivery

Revised 02/01/2017

Standard Area: Emergency Service Delivery

Candidate:

SN#

Date

<p>STANDARD: 5.6.1 NFPA1021, 2014 Edition</p>	<p>TASK: Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.</p> <p>(A) Requisite 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.</p> <p>(B) Requisite 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.</p>				
<p>Performance Outcome: The candidate will develop and implement an operational plan for hazardous materials incident scenario and another multi-unit emergency scenario. Candidate must analyze emergency scene condition, allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively and safely deployed to mitigate the situation.</p>					
<p>Conditions: The Candidate will complete all elements of the assigned task</p>					
<p>Equipment Required: One (1) hazardous materials incident scenario and one (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable.</p>					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Produce effective operational plan to control a hazardous materials incident.				
2.	Allocate, supervise, and account for human and equipment resources				
3.	Implement necessary safety precautions and personnel accountability				
4.	Produce effective operational plan to mitigate a multi-unit emergency				
5.	Allocate, supervise, and account for human and equipment resources.				
6.	Implement necessary safety precautions and personnel accountability.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.6 Emergency Service Delivery

JPR# FO II-13

5.6.2 Emergency Service Delivery

Revised 02/01/2017

Standard Area: Emergency Service Delivery

Candidate:

SN#

Date

STANDARD: 5.6.2 NFPA 1021, 2014 Edition	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. (a) 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, strategy tactics and operations, and customer service. (b) Requisite Skills. The ability to write reports, to communicate orally, and to evaluate skills.
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Performance Outcome: Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.

Conditions: The Candidate will complete all elements of the assigned task

Equipment Required: Emergency multi-unit 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.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather information from the multi-unit incident/scenario.				
2.	Analyze policies, procedures, guidelines and forms.				
3.	Identify critical elements of a post-incident analysis.				
4.	Complete approved forms.				
5.	Communicate effectively using both verbal and written methods.				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II
NFPA 1021, 2014 Edition

5.6 Emergency Service Delivery

JPR# FO II-14

5.6.3 Emergency Service Delivery

Revised 02/01/2017

Standard Area: Emergency Service Delivery

Candidate: _____ **SN#** _____ **Date** _____

STANDARD: 5.6.3 NFPA 1021, 2014 Edition	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. (a) Requisite Knowledge: Analyzing data. (b) Requisite Skills: The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.				
Performance Outcome: The Candidate shall analyze the provided data, and present a written report that summarizes the findings to a senior officer within the agency. The report must identify major causes for service demands within various planning areas within the jurisdiction.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: The Candidate will be provided data from the agency records, information management system, data processing system, or incident reporting system. Paper, pen/pencil, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Analyze the data.				
2.	Determine the major causes for service demands within the planning area(s).				
3.	Prepare a written report outlining the major causes for service demands.				
4.	Effectively present the report to senior officer(s).				

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



FIRE OFFICER II

NFPA 1021, 2014 Edition

5.7 Emergency Service Delivery

JPR# FOI II-15

5.7.1 Emergency Service Delivery

Revised 02/01/2017

Standard Area: Emergency Service Delivery

Candidate: _____ **SN#** _____ **Date** _____

STANDARD: 5.7.1 NFPA 1021, 2014 Edition	TASK: Analyze a member's accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given. (a) Requisite Knowledge: The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths. (b) Requisite Skills: The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.		
Performance Outcome: The Candidate will examine a case study of a member's accident injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.			
Conditions: The Candidate will complete all elements of the assigned task			
Equipment Required: Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.			
No.	Task Steps	First Test	Retest
		Pass	Fail
1.	Create a written report of illness, injury, or health exposure.		
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, or exposure.		
5.	Provide recommendations to prevent reoccurrence.		
6.	Present a clear and concise written report.		

Supervisor/Evaluator/Comments:

Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date