

Department of Public Safety Standards and Training



Evaluation Guide For the Certification Levels Of:

Fire Officer I & II

August 2000

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<http://www.orednet.org/dpsst/downloads/downloads.htm>**



Acknowledgements

Change, major change, to human endeavors more often than not, require tremendous team effort. Reinventing and refreshing Oregon's fire service training and certification program is no exception. Only after countless hours of selfless work to further the fire service as a profession, both volunteer and career, do documents like this one come together and gain widespread acceptance. The Oregon fire service owes a debt of gratitude to the following groups and individuals:

BPSST/DPSST Fire Advisory Committee (FAC)

Jim Brooker	Oregon Fire Marshals Association
Randy Brown	Oregon Fire District Directors Association
Rob Carnahan	Oregon Fire Chiefs Association
Jack Carriger	Oregon Volunteer Fire Officers Association
Ed Daniels	Oregon Department of Forestry
Gene Fisher	Community College Fire Service Training Programs
Jeff Griffin	Insurance Industry
Lang Johnson	Private Fire Protection Agencies
Bob Livingston	Oregon State Fire Officers Council
Bob Panuccio	Oregon Office of State Fire Marshal
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Fire Officer Task Force

The Department of Public Safety Standards and Training (DPSST), Fire Advisory Committee (FAC) empowered a task force to examine, revise and update the Oregon's Fire Officer standards. Their mission was to review and update the current Oregon Fire Officer standards and assure those standards met NFPA 1021 Fire Officer standards.

The Fire Officer task force met over a period of three months to fulfill their mission. Early on it was decided to break the task force into two sub-groups and have one group work on Fire Officer 1 & 2 and the other work on Fire Officer 3, 4, 5, and 6. Listed below are the task force members.

FIRE OFFICER 1 AND 2

<u>Name</u>	<u>Represented</u>
George McCoy	DPSST
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Mark Stevens	OFCA
Mark Hansen	Portland Fire Bureau
Johnny Mack	OFIA
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Ken Johnson	OFMA
Jim Puckett	OFCA

FIRE OFFICER 3,4,5, AND 6

<u>Name</u>	<u>Represented</u>
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Dixie Lund	Eastern Oregon University
Joan Bock	Eastern Oregon University
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DPSST Requirements

INTRODUCTION

Continuous improvement of fire service training and certification is everyone's goal. To that end, DPSST herein provides Oregon fire departments with this Evaluation Book for Fire Officer levels I and II.

The purpose of this Evaluation Book is two-fold: 1) to provide standard reference whereby fire service trainers and evaluators have a single source for Job Performance Requirements (JPRs) and related data, and 2) an alternate method of determining eligibility for certification.

As a reference source, this Evaluation Book contains comprehensive JPRs for the certification levels of Fire Officer I & II. Next, this book includes data that may be used to: a) assist in determining an individual's ability to perform at a particular level, and/or b) used as adjuncts in a department's training process. Last, this book contains all the information, requirements and forms for evaluating candidates. The forms are provided for photo copying so that a department can make as many as it needs. These and all other DPSST forms are also available on the web at: <http://www.orednet.org/dpsst/downloads/downloads.htm>.

The Fire Officer I & II JPRs covered in this Evaluation Book meet or exceed all NFPA published standards for these certification levels at the time of its publication. Mention of NFPA and its standards do not, and are not intended as adoption of—or reference to—NFPA standards.

JOB PERFORMANCE REQUIREMENTS

The concept of Job Performance Requirements (JPRs) is not new, it has been around for many years. However, using them as a framework for DPSST fire certification is new. The requirements are still voluntary but benefit the profession by encouraging individual growth and development and a minimum standard of practice.

JPRs describe the performance required for a specific job. In this Evaluation Book they are grouped according to the duties of the job. The complete list of JPRs for each duty defines what an individual must be able to do in order to successfully perform that duty. Together, the duties and JPRs define the job parameters.

Each JPR is an assembly of three critical components:

- a) *The task to be performed.* The first component is a concise statement of what the person is supposed to do.



- b) *Tools, equipment, or materials that must be provided to successfully complete the task.* This component ensures that all individuals completing the task are given the same minimal tools, equipment, or materials when being evaluated. By listing these items, the performer and evaluator know what must be provided in order to complete the task.
- c) *Evaluation parameters and/or performance outcomes.* This component defines how well one must perform each task — for both the performer and the evaluator. The JPRs guide performance towards successful completion by identifying evaluation parameters and/or performance outcomes. This portion of the JPRs promotes consistency in evaluation by reducing the variables used to gauge performance.

Example of a JPR

- | | |
|--|---|
| (a) Task | (a) Ventilate a pitched roof |
| (b) Tools, equipment, or materials | (b) Given an ax, a pike pole, an extension ladder, and a roof ladder |
| (c) Evaluation parameters and performance outcomes | (c) So that 4-ft x 4-ft hole is created; all ventilation barriers are removed; ladders are properly positioned for ventilation; ventilation holes are correctly placed; and smoke, heat, and combustion by-products are released from the structure |

In addition to these three components, the JPRs contain requisite knowledge and skills. Just as the term requisite suggests, these are the necessary knowledge and skills one must have prior to being able to perform the task. Requisite knowledge and skills are the foundation for task performance.

Once the components and requisites are put together, the JPRs might read as follows:

Example. The Fire Fighter I shall ventilate a pitched roof, given an ax, a pike pole, an extension ladder, and a roof ladder, so that a 4-ft ´ 4-ft hole is created, all ventilation barriers are removed, ladders are properly positioned for ventilation, and ventilation holes are correctly placed.

Requisite Knowledge: Pitched roof construction, safety considerations with roof ventilation, the dangers associated with improper ventilation, knowledge of ventilation tools, the effects of ventilation on fire growth, smoke movement in structures, signs of backdraft, and the knowledge of vertical and forced ventilation.



Requisite Skills: The ability to remove roof covering; properly initiate roof cuts; use the pike pole to clear ventilation barriers; use ax properly for sounding, cutting, and stripping; position ladders; and climb and position self on ladder.

A word of caution: even though these JPRs appear similar to teaching objectives, they must be modified prior to instructional use. JPRs state the behaviors required to perform specific skill(s) on the job as opposed to a learning situation. These statements should be converted into instructional objectives with behaviors, conditions, and standards that can be measured within the teaching/learning environment. A JPR that requires a Fire Officer to “ventilate a pitched roof” should be converted into a measurable instructional objective for use when teaching the skill.

While the differences between job performance requirements and instructional objectives are subtle in appearance, the purpose of each statement differs greatly. JPRs state what is necessary to perform the job in the “real world.” Instructional objectives, however, are used to identify what students must do at the end of a training session and are stated in behavioral terms that are measurable in the training environment.

EVALUATION

To become certified at the Fire Officer I or II level, an applicant must successfully complete the appropriate JPR related evaluation for that level or, complete the DPSST Task Book relative to that position. As a component of both this Evaluation Book and its relative, the Task Book, candidates must prove that she/he have all the Requisite Knowledge and Requisite Skills *before evaluating or participating with a Task Book*.

Once certification eligibility has been determined, and a decision has been made to utilize this Evaluation Book method for evaluating, the department training officer will arrange a date and time for the evaluation which will be conducted by the District Liaison Officer (DLO). The DLO may be on hand to act as a monitor for the evaluation or may have the lead evaluator act as monitor. The individual will perform the JPRs identified.

The DLO is a representative of DPSST and is present only to verify the validity of the evaluation and not to rate the performance of the individuals. The individual’s performance will be evaluated by three qualified personnel, usually from his/her own department. The evaluators will rate the individual’s performance and then submit their rating sheets to the DLO or lead evaluator who will then complete a DPSST approved application form for the position. All materials except the Application for Certification (A-2I) will be retained by the individual’s department. It is the responsibility of the training officer at the individual’s department to submit an Application for Certification for each Certification candidate. If the training was completed in-house under a department agreement with DPSST, there is no need to send documentation; the training officer’s signature on the application attests that the training was completed at the department. If the training was completed at a college, the training officer should submit an official transcript. If the training was completed by taking a certified class (with



DPSST course number), the roster should have been sent to DPSST by the instructor of the class. If the student has a certificate of completion or a notice of course completion, the training officer should include a copy to DPSST with the application in order to document training.

When all prescribed requirements have been met, an Application for Certification signed by both the applicant and the Training Officer or Chief must be submitted to DPSST.

PROCEDURES

1. DPSST shall be notified no less than two weeks prior to the scheduled Test Book Evaluation. Form PTE-10 should be used for this purpose.
2. The evaluation monitor will be the District Liaison Officer representing DPSST.
3. Three evaluators should be selected. The in-house evaluators are listed on the department agreement with DPSST or the DLO can assist the training officer to choose evaluators from outside the department.
4. On the date selected, the monitor should meet with the evaluators prior to the evaluation and explain the procedures to be used and give them a copy of each JPR.
5. Each evaluator will complete an Evaluation Form for each individual participating in the evaluation. Consensus must be reached among the three evaluators that the individual met each of the individual JPRs being evaluated.
6. The monitor's function is to assure that the JPRs are performed adequately and that the evaluators are not excessively lenient or critical.

APPLICATION

These JPRs serve as general guidelines. As such they are not intended to replace specific sequences of apparatus or equipment operation that may be outlined by manufacturer's specifications. At all times, standard operating procedures of the department in which the evaluation is being conducted will govern.

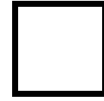
TASK BOOKS

As an alternative to this evaluation process, individuals may prove their qualification as Fire Officer I or II by completing the relevant Task Book as supplied by DPSST. Use of a Task Book necessitates the use of a Field Training Officer (FTO) whose sole purpose is to supervise the training of the individual Fire Officer. The FTO certifies that the Fire Officer I or II in training has correctly completed all the JPRs found in that particular Task Book.



SCORING OF EVALUATION FORMS

Draw a diagonal line through the box on the right. The evaluator should place their initials in one half and indicate the current date on the other half.



It is very important that evaluators verify the indicated relative knowledge and relative skills. A candidate does not qualify for participation in an evaluation without having those relative requirements. To indicate that the candidate does possess them, the evaluator should indicate so in the boxes provided by checking them. See example below:

Requisite knowledge verified Requisite skills verified

NOTE TO EVALUATORS: The Evaluation Forms may have multiple sides or pages, be sure to complete all.



JOB PERFORMANCE REQUIREMENTS

FIRE OFFICER I

General. For certification at Fire Officer I level, the candidate shall meet the Firefighter II requirements defined in the *DPSST Evaluation Guide for the Certification Levels of Entry Level Firefighter, Firefighter I and Firefighter II*, and the job performance requirements defined in Sections 2-2 through 2-7 of this section.

General Knowledge Requirements. The organizational structure of the department; departmental operating procedures for administration, emergency operations, and safety; departmental budget process; information management and record keeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; incident management system; socioeconomic and political factors that impact the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; policies and procedures regarding the operation of the department as they involve supervisors and members.

General Skill Requirements. The ability to communicate verbally and in writing, to write reports, and to operate in the incident management system.

2-2 Human Resource Management. This duty involves utilizing human resources to accomplish assignments in a safe and efficient manner and supervising personnel during emergency and non-emergency work periods, according to the following job performance requirements.

2-2.1 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.

Prerequisite Knowledge: Verbal communications during emergency situations, techniques used to make assignments under stressful situations, methods of confirming understanding.

Prerequisite Skills: The ability to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.

2-2.2 Assign tasks or responsibilities to unit members, given an assignment under nonemergency 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.



Prerequisite Knowledge: Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, methods of confirming understanding.

Prerequisite Skills: The ability to issue instructions for frequently assigned unit tasks based upon department policy.

- 2-2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.

Prerequisite Knowledge: Verbal communication techniques to facilitate learning.

Prerequisite Skills: The ability to distribute issue-guided directions to unit members during training evolutions.

- 2-2.4* 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.

Prerequisite Knowledge: The signs and symptoms of member-related problems, causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency service personnel.

Prerequisite Skills: The ability to recommend a course of action for a member in need of assistance.

- 2-2.5* Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

Prerequisite Knowledge: Human resource policies and procedures.

Prerequisite Skills: The ability to communicate verbally and in writing and to relate interpersonally.

- 2-2.6 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 supervised during the completion of the assignments.

Prerequisite Knowledge: Principles of supervision and basic human resource management.

Prerequisite Skills: The ability to plan and to set priorities.

- 2-3 **Community and Government Relations.** This duty involves dealing with inquiries and concerns from members of the community and projecting the role of



the department to the public, according to the following job performance requirements.

- 2-3.1 Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with.

Prerequisite Knowledge: Interpersonal relationships and verbal and nonverbal communication.

Prerequisite Skills: Familiarity with public relations and the ability to communicate verbally.

- 2-3.2 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.

Prerequisite Knowledge: Written and verbal communication techniques.

Prerequisite Skills: The ability to relate interpersonally and to respond to public inquiries.

- 2-4 Administration.** This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.

- 2-4.1 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.

Prerequisite Knowledge: Written and verbal communication.

Prerequisite Skills: The ability to relate interpersonally.

- 2-4.2 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.

Prerequisite Knowledge: Administrative policies and procedures and records management.

Prerequisite Skills: The ability to communicate verbally and in writing.

- 2-5 Inspection and Investigation.** This duty involves performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.

- 2-5.1 Evaluate available information, given a fire incident, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, reports are completed, and, if



required, the scene is secured and all pertinent information is turned over to an investigator.]

Prerequisite Knowledge: Common causes of fire, fire growth and development, and policies and procedures for calling for investigators.

Prerequisite Skills: The ability to determine basic fire cause and the ability to conduct interviews and write reports.

- 2-5.2 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.

Prerequisite Knowledge: Types of evidence, the importance of fire scene security, and evidence preservation.

Prerequisite Skills: The ability to establish perimeters at an incident scene.

- 2.6* Emergency Service Delivery.** This duty involves supervising emergency operations, conducting preincident planning, and deploying assigned resources, according to the following job performance requirements.

- 2-6.1 Develop a preincident plan, given an assigned facility and preplanning policies, procedures, and forms, so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.

Prerequisite Knowledge: Elements of a preincident plan, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, and fire growth and development.

Prerequisite Skills: The ability to write reports, to communicate verbally, and to evaluate skills.

- 2-6.2* 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.

Prerequisite Knowledge: Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.

Prerequisite Skills: The ability to analyze emergency scene conditions, to allocate resources, and to communicate verbally.

- 2-6.3* 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.



Prerequisite Knowledge: Standard operating procedures, resources available, basic fire control and emergency operation procedures, an incident management system, and a personnel accountability system.

Prerequisite Skills: The ability to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions.

2-7* Safety. This duty involves integrating safety plans, policies, and procedures into the daily activities to ensure a safe work environment for all assigned members, according to the following job performance requirements.

2-7.1 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.

Prerequisite Skills: The most common causes of personal injury and accident to the member, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.

Prerequisite Skills: The ability to identify safety hazards and to communicate verbally and in writing.

2-7.2 Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

Prerequisite Skills: Procedures for conducting an accident investigation, and safety policies and procedures.

Prerequisite Skills: The ability to communicate verbally and in writing and to conduct interviews.



DEPARTMENT OF PUBLIC SAFETY STANDARDS & TRAINING

FIRE OFFICER I EVALUATION FORM

This form is to be used to score a candidate according to the corresponding Job Performance Requirements found in the DPSST Evaluation Guide. Once a candidate qualifies for certification, the training officer should complete the appropriate section of DPSST Form A-2I, Application for Certification, and forward a copy to DPSST. This evaluation form should be kept as a part of the candidate's permanent training record. Additional copies of this form are available for download at DPSST's web page: <http://www.oredned.org/dpsst/downloads/downloads.htm>.

2-2.1 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.

Requisite knowledge verified Requisite skills verified

2-2.2 Assign tasks or responsibilities to unit members, given an assignment under nonemergency 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.

Requisite knowledge verified Requisite skills verified

2-2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.

Requisite knowledge verified Requisite skills verified

2-2.4 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.

Requisite knowledge verified Requisite skills verified

2-2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

Requisite knowledge verified Requisite skills verified

2-2.6 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



supervised during the completion of the assignments.

Requisite knowledge verified Requisite skills verified

- 2-3.1 Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with.

Requisite knowledge verified Requisite skills verified

- 2-3.2 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.

Requisite knowledge verified Requisite skills verified

- 2-4.1 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.

Requisite knowledge verified Requisite skills verified

- 2-4.2 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.

Requisite knowledge verified Requisite skills verified

- 2-5.1 Evaluate available information, given a fire incident, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, reports are completed, and, if required, the scene is secured and all pertinent information is turned over to an investigator.

Requisite knowledge verified Requisite skills verified

- 2-5.2 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..

Requisite knowledge verified Requisite skills verified

- 2-6.1 Develop a preincident plan, given an assigned facility and preplanning policies, procedures, and forms, so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.



Requisite knowledge verified Requisite skills verified

2-6.2 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.

Requisite knowledge verified Requisite skills verified

2-6.3 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.

Requisite knowledge verified Requisite skills verified

2-7.1 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.

Requisite knowledge verified Requisite skills verified

2-7.2 Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

Requisite knowledge verified Requisite skills verified



JOB PERFORMANCE REQUIREMENTS

FIRE OFFICER II

General. For certification at Fire Officer II, the Fire Officer I shall meet the job performance requirements defined in Sections 3-1 through 3-6 of this standard and be DPSST certified as an Instructor I.

General Knowledge Requirements. The organization of local government; the law-making process at the local, state, and federal level; functions of other bureaus, divisions, agencies and organizations; and their roles and responsibilities that relate to the fire service.

General Skill Requirements. Intergovernmental and interagency cooperation.

3-1 Human Resource Management. This duty involves evaluating member performance, according to the following job performance requirements.

3-1.1 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.

Prerequisite Knowledge: Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.

Prerequisite Skills: The ability to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.

3-1.2 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.

Prerequisite Knowledge: Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.

Prerequisite Skills: The ability to communicate verbally and in writing and to plan and conduct evaluations.

3-2 Community and Government Relations. This duty involves delivering life safety, injury, and fire prevention education programs, according to the following job performance requirements.



- 3-2.1 Deliver a public education program, given the target audience and topic, so that the intended message is conveyed clearly.

Prerequisite Knowledge: Contents of the fire department's public education program as it relates to the target audience.

Prerequisite Skills: The ability to communicate to the target audience.

- 3-3 Administration.** This duty involves preparing budget requests, news releases, and policy changes, according to the following job performance requirements.

- 3-3.1 Prepare recommendations for changes to an existing policy or procedure, given a policy or procedure in need of change, so that the recommendations identify the problem and propose a solution.

Prerequisite Knowledge: Policies and procedures and problem identification.

Prerequisite Skills: The ability to communicate in writing and to solve problems.

- 3-3.2* Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

Prerequisite Knowledge: Policies and procedures and the revenue sources and budget process.

Prerequisite Skills: The ability to communicate in writing.

- 3-3.3 Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

Prerequisite Knowledge: Policies and procedures and the format used for news releases.

Prerequisite Skills: The ability to communicate verbally and in writing.

- 3-3.4 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.

Prerequisite Knowledge: The data processing system.

Prerequisite Skills: The ability to communicate in writing and to interpret data.

- 3.4 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.



3-4.1 Describe the procedures for conducting fire inspections, given any of the following occupancies:

- (a) Assembly
- (b) Educational
- (c) Health care
- (d) Detention and correctional
- (e) Residential
- (f) Mercantile
- (g) Business
- (h) Industrial
- (i) Storage
- (j) Unusual structures
- (k) Mixed occupancies

so that all hazards, including hazardous materials, are identified, appropriate forms are completed, and appropriate action is initiated.

Prerequisite Knowledge: Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials.

Prerequisite Skills: The ability to communicate in writing and to apply the appropriate codes.

3-4.2 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.

Prerequisite 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..

Prerequisite Skills: The ability to communicate verbally and in writing and to apply knowledge using deductive skills.

3-5 Emergency Service Delivery. This duty involves supervising multi-unit emergency operations, conducting preincident planning, and deploying assigned resources, according to the following job requirements.

3-5.1 Produce operational plans, given a hazardous materials incident and another emergency requiring multi-unit operations, so that required resources, their assignments, and safety considerations for successful control of the incident are identified.

Prerequisite Knowledge: Standard operating procedures; national, state, and local information resources available for the handling of hazardous materials



under emergency situations; basic fire control and emergency operation procedures; an incident management system; and a personnel accountability system.

Prerequisite Skills: The ability to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions.

3-6 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.

3-6.1 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.

Prerequisite Knowledge: The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.

Prerequisite Skills: The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.



DEPARTMENT OF PUBLIC SAFETY STANDARDS & TRAINING

FIRE OFFICER II EVALUATION FORM

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- 3-1.1 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.
- Requisite knowledge verified Requisite skills verified
- 3-1.2 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.
- Requisite knowledge verified Requisite skills verified
- 3-2.1 Deliver a public education program, given the target audience and topic, so that the intended message is conveyed clearly.
- Requisite knowledge verified Requisite skills verified
- 3-3.1 Prepare recommendations for changes to an existing policy or procedure, given a policy or procedure in need of change, so that the recommendations identify the problem and propose a solution.
- Requisite knowledge verified Requisite skills verified
- 3-3.2 Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.
- Requisite knowledge verified Requisite skills verified
- 3-3.3 Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.
- Requisite knowledge verified Requisite skills verified



3-3.4 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.

Requisite knowledge verified Requisite skills verified

3-4.1 Describe the procedures for conducting fire inspections, given any of the following occupancies:

- (a) Assembly
- (b) Educational
- (c) Health care
- (d) Detention and correctional
- (e) Residential
- (f) Mercantile
- (g) Business
- (h) Industrial
- (i) Storage
- (j) Unusual structures
- (k) Mixed occupancies

so that all hazards, including hazardous materials, are identified, appropriate forms are completed, and appropriate action is initiated.

3-4.2 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.

Requisite knowledge verified Requisite skills verified

3-5.1 Produce operational plans, given a hazardous materials incident and another emergency requiring multi-unit operations, so that required resources, their assignments, and safety considerations for successful control of the incident are identified.

Requisite knowledge verified Requisite skills verified

3-6.1 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.

Requisite knowledge verified Requisite skills verified



***APPENDIX**

Appendix A Explanatory Material

This appendix is not a part of the requirements of this DPSST document but is included for informational purposes only.

- A.i It is envisioned that in addition and supplemental to the requirements of the DPSST Fire Officer Standards, appropriate educational credentials are necessary. These can include fire degree programs and general education in business, management, science, and associated degree curriculums.
- A.ii Fire officers are expected to be ethical in their conduct. Ethics implies honesty, doing what's right, and performing to the best of one's ability. For public safety personnel, ethical responsibility extends beyond one's individual performance. In serving the citizens, public safety personnel are charged with the responsibility of ensuring the provision of the best possible safety and service.
- Ethical conduct requires honesty on the part of all public safety personnel. Choices must be made on the basis of maximum benefit to the citizens and the community. The process of making these decisions must also be open to the public. The means of providing service, as well as the quality of the service provided, must be above question and must maximize the principles of fairness and equity as well as those of efficiency and effectiveness.
- A.iii Definitions of action verbs used within this document are based upon the first definition of the word found in Webster's Dictionary. (Webster's Third New International Dictionary of the English Language, Unabridged, G. & C. Merriam Company.)
- A.iv Approved. The Department of Public Safety Standards and Training (DPSST) does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with DPSST or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.



- A.v Authority Having Jurisdiction. The phrase "authority having jurisdiction" is used in DPSST documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.
- A.vi Listed. The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.
- A.2-2.4 Member-related problems could include substance abuse; acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect the member's job performance.
- A.2-2.5 The Fire Officer I should be able to deal with administrative procedures that might include the following: transfers, promotions, compensation/member benefits, sick leave, vacation, requests for pay or benefits while acting in a temporary position, change in member benefits, commendations, disciplinary actions, and grievances.
- A.2-6 Emergency service delivery is the component of fire department organization providing responses to emergency incidents.
- A.2-6.2 Size-up includes the many variables that the officer collects from the time of the alarm, during response, and upon arrival in order to develop an initial action plan to control an emergency incident. These observations can include building type and occupancy, fire involvement, number of occupants, mechanism of injury, materials spilled or involved in fire, wind direction, topography, demographics, and other observations relevant to the incident.
- A.2-6.3 This requirement takes into consideration the officer's ability to give orders, direct personnel, evaluate information, and allocate resources to respond to the wide variety of emergency situations the fire service encounters.
- A.2-7 One of the fire officer's primary responsibilities is safety both on the fire ground and during normal operations. This standard defines the minimum requirements



for the fire officer. NFPA 1521, Standard for Fire Department Safety Officer; NFPA 1500, Standard on Fire Department Occupational Safety and Health Program; and applicable OSHA regulations define additional requirements for the officer who might be assigned those duties.