



# FIRE OFFICER I COMPETENCY EVALUATION

JPR Task: Emergency Incident Management

Candidate Name: \_\_\_\_\_

D.O.B.: / /

Skill No. 1-1

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be given the necessary scenario to allow for the assignment and completion of tasks given personnel at an emergency scene.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate, acting as a company officer and given necessary background materials of the first-due fire company at a simulated emergency, shall task as necessary to meet all**

### PERFORMANCE

	Yes	No
1. Candidate establishes incident command and initiates an incident action plan according to training and standard operating procedures.		
2. Analyzes emergency scene conditions, ensures safety of personnel (identify safety hazards).		
3. Orally assigns all appropriate resources (divisions, sectors, or groups).		
4. Orally assigns incident response task.		
5. Confirms incident tasks are received and are complete, clear, and concise.		
6. Indicates desired outcomes.		
7. Activates the emergency plan, including evacuation procedures.		
8. Collects necessary incident response data.		
9. Completes an incident report in a timely and accurate manner.		
10. Terminates incident operations.		
<b>TOTALS</b>		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Test Date: \_\_\_/\_\_\_/\_\_\_  
Location: \_\_\_\_\_

<b>PASS</b>	<b>FAIL</b>
<input type="checkbox"/>	<input type="checkbox"/>

CANDIDATE MUST COMPLETE STEPS TOTAL TO PASS SKILL **10**

NFPA 1021: 2014 Edition  
4.1.2, 4.2.1, 4.2.6, 4.4.5  
4.6.1, 4.6.2, 4.7.1

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Non-Emergency  
Personnel Management**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

## Skill No. 1-2 PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be given the necessary scenario to allow for the assignment and completion of tasks given personnel at a non-emergency scene.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"Given a scenario of non-emergency duties, the officer candidate shall coordinate, prioritize, delegate and monitor duties to achieve the desired outcomes."**

### **PERFORMANCE**

	Yes	No
1. Candidate establishes list of necessary tasks.		
2. Prioritizes duties and delegate to duty personnel.		
3. Duties delegated in a clear, concise, and precise manner.		
4. Efficiently utilizes personnel to complete assigned tasks.		
5. Monitors and supervises to ensure completion of assigned tasks.		
6. Completes necessary reports and/or logs as required by department policies or procedures.		

**TOTALS**

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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_  
Location: \_\_\_\_\_

<b>PASS</b>	<b>FAIL</b>
<input type="checkbox"/>	<input type="checkbox"/>

**CANDIDATE MUST COMPLETE  
STEPS TOTAL TO PASS SKILL** 6

**NFPA 1021: 2014 Edition  
4.1.2, 4.2.2, 4.2.6**

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

JPR Task: Personnel Management  
During Training

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

Skill No. 1-3

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be given a health and safety lesson plan with department policies and procedures so that safety hazards are identified as the basis of a training evolution.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate shall be given safety policies and procedures and shall apply safety regulations so that required reports are completed, in-service training is conducted, and**

### **PERFORMANCE**

- |  | Yes | No |
|--|-----|----|
| 1. Candidate shall identify one or more safety hazards.  |     |    |
| 2. Identifies appropriate resources and equipment needs to complete a training evolution.                                      |     |    |
| 3. Informs all training personnel of desired training evolutions and schedule.   |     |    |
| 4. Monitors training to ensure compliance with policies, procedures, and safety regulations and addresses issues as necessary. |     |    |
| 5. Candidate shall ensure that the training evolution is completed to the satisfaction of policy and procedure.                |     |    |
| 6. Conveys member responsibilities verbally and in writing.  |     |    |

**TOTALS**

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Comments:

Test Date: ___/___/___	<b>PASS</b> <input type="checkbox"/>	<b>FAIL</b> <input type="checkbox"/>	<b>CANDIDATE MUST COMPLETE</b>	<b>6</b>
Location: _____			<b>STEPS TOTAL TO PASS SKILL</b>	
<b>NFPA 1021: 2014 Edition</b> 4.2.3, 4.7.1	LEAD EVALUATOR: _____	Signature	Print Last Name	
	EVALUATOR 2: _____	/		
	EVALUATOR 3: _____	/		



# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Human Resources  
Personnel Management**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

**Skill No. 1-4**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with the necessary policies and procedures and scenario to allow for the recognition, identification, and need for implementation of the employee assistance for a given situation.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate, given a scenario, shall recognize the proper policy or procedure to allow personnel to receive proper employee assistance for the given scenario."**

### PERFORMANCE

1. Candidate will establish appropriate environment for supervisor/subordinate conversation.
2. Identifies the appropriate policy and/or procedure to meet the needs of a subordinate.
3. Provides subordinate with appropriate guidance or assistance for the given situation and addresses issues as necessary.
4. Completes all appropriate notifications and reports for the given scenario.
5. Maintains a mature, responsible, and caring attitude while providing assistance to the subordinate.

	Yes	No
1. Candidate will establish appropriate environment for supervisor/subordinate conversation.		
2. Identifies the appropriate policy and/or procedure to meet the needs of a subordinate.		
3. Provides subordinate with appropriate guidance or assistance for the given situation and addresses issues as necessary.		
4. Completes all appropriate notifications and reports for the given scenario.		
5. Maintains a mature, responsible, and caring attitude while providing assistance to the subordinate.		

**TOTALS**

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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_

Location: \_\_\_\_\_

**PASS**

**FAIL**

**CANDIDATE MUST COMPLETE**

**STEPS TOTAL TO PASS SKILL**

**5**

**NFPA 1021: 2014 Edition  
4.1.2, 4.2.4, 4.2.5**

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_

Signature

Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

JPR Task: Perform Public Relations

Candidate Name: \_\_\_\_\_

D.O.B.: / /

Skill No. 1-5

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with the appropriate scenario to meet the needs of a member of the community or government in need of assistance.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"Given the appropriate scenario, the officer candidate shall identify the proper policy or procedure to meet the needs of a member of the community or government which meets the**

### PERFORMANCE

1. Candidate shall properly address a member of the community or government.
2. Identifies the need and the appropriate policy and/or procedure for the need.
3. Responds to the need accurately and within a timely manner.
4. Coordinates and schedules meetings to meet the needs of their community or government.
5. Demonstrates courtesy, helpfulness and respect at all times.
6. Completes all appropriate reports.

Yes No

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

TOTALS

<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_

Location: \_\_\_\_\_

PASS

FAIL

CANDIDATE MUST COMPLETE

STEPS TOTAL TO PASS SKILL

6

NFPA 1021: 2014 Edition  
4.1.2, 4.3.1, 4.3.2, 4.3.3

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_

Signature

Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Update Department Policy  
and Brief Personnel**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

**Skill No. 1-6**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with the proper materials, documents, policies, procedures and scenario to update and relay policy or procedural change by both written and oral communication.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate shall make necessary alterations and/or updates to policies or procedures, complete the update, and relay this to departmental subordinates by both written**

### **PERFORMANCE**

1. Candidate shall identify a policy or procedural change.
2. Completes, in writing, the policy or procedural change by memorandum or letter.
3. Verbally addresses subordinates on the required change of policy or procedure.
4. Relays all information in a manner as to promote a positive attitude and compliance.
5. Completes the policy or procedural change in accordance with department policy concerning posting, implementation, and management of records.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**TOTALS**

<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_  
Location: \_\_\_\_\_

<b>PASS</b>	<b>FAIL</b>
<input type="checkbox"/>	<input type="checkbox"/>

**CANDIDATE MUST COMPLETE  
STEPS TOTAL TO PASS SKILL**

**5**

**NFPA 1021: 2014 Edition  
4.4.1, 4.4.2**

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Prepare Budget Request  
and Brief Personnel**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

**Skill No. 1-7**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with research materials, supporting data, and materials to complete a budget request for funding.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate shall complete a budget request, based upon the given research and supporting data as well as complete all necessary forms and documents."**

### **PERFORMANCE**

1. Candidate shall obtain necessary research, supporting data, and revenue sources.
2. Obtains necessary forms and documents.
3. Organizes a budget plan.
4. Completes necessary forms and documents.
5. Compiles a budget packet for submission to executive staff.

Yes No

Yes	No

**TOTALS**

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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_  
Location: \_\_\_\_\_

<b>PASS</b>	<b>FAIL</b>
<input type="checkbox"/>	<input type="checkbox"/>

**CANDIDATE MUST COMPLETE STEPS TOTAL TO PASS SKILL** **5**

**NFPA 1021: 2014 Edition  
4.1.2, 4.4.3**

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Identify Department Mission, Command Structure and Positional Functions**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

**Skill No. 1-8**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be a general departmental organizational chart, mission statement, policies, procedures, and guidelines.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate shall identify the department command structure, explain the purpose of each component ,and identify the departmental mission."**

### PERFORMANCE

1. Candidate shall identify and explain the departmental structure as related to:
- |                      |                  |
|----------------------|------------------|
| A. Elected officials | D. Firefighters  |
| B. Chief Officers    | E. Support Staff |
| C. Company Officers  |                  |

Yes No

Yes	No

2. Identifies the functions of management positions.
3. Identifies the roles and responsibilities of each position of the department.
4. Identifies and communicates the mission statement.

**TOTALS**

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Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_  
Location: \_\_\_\_\_

<b>PASS</b>	<b>FAIL</b>
<input type="checkbox"/>	<input type="checkbox"/>

CANDIDATE MUST COMPLETE STEPS TOTAL TO PASS SKILL **4**

NFPA 1021: 2014 Edition  
4.4.4

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_





# FIRE OFFICER I COMPETENCY EVALUATION

JPR Task: Inspection Duties

Candidate Name: \_\_\_\_\_

D.O.B.: / /

Skill No. 1-9

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with the proper materials, equipment, and documents to complete a fire prevention inspection and pre-incident survey of a facility.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The fire officer candidate, given a situation and necessary tools and equipment, shall conduct a fire inspection and pre-incident survey, recording all pertinent information."**

### PERFORMANCE

	Yes	No
1. Candidate shall obtain proper documentation necessary to complete a fire prevention inspection of one of the following occupancies: A. Assembly      D. Residential      G. Storage      J. Detention B. Educational      E. Mercantile      H. Unusual Structure      K. Industrial C. Health Care      F. Business      I. Mixed Use		
2. Completes all required inspection documents		
3. Candidate shall obtain proper documentation necessary to complete a pre-incident survey of one of the following occupancies: A. Assembly      D. Residential      G. Storage      J. Detention B. Educational      E. Mercantile      H. Unusual Structure      K. Industrial C. Health Care      F. Business      I. Mixed Use		
4. Verbalizes the initial interview.		
5. Verbalizes proper appearance and demeanor.		
6. Completes all required pre-incident survey documents.		
7. Verbalizes the exit interview.		
8. Maintains all documents according to policy and procedures.		
<b>TOTALS</b>		

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Test Date: \_\_\_/\_\_\_/\_\_\_

Location: \_\_\_\_\_

PASS

FAIL

CANDIDATE MUST COMPLETE

8

STEPS TOTAL TO PASS SKILL

NFPA 1021: 2014 Edition  
4.1.2, 4.5.1, 4.5.2

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ Print Last Name \_\_\_\_\_

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_



# FIRE OFFICER I COMPETENCY EVALUATION

JPR Task: Scene Security

Candidate Name: \_\_\_\_\_

D.O.B.: / /

Skill No. 1-10

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided a real or simulated incident scene, scene control devices, and other pertinent equipment.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate, given a scenario, devices and equipment, shall properly secure the given incident scene and assist in the investigation as appropriate."**

### PERFORMANCE

	Yes	No
1. Candidate secures incident scene to protect from unauthorized entry and determines the need for investigation.		
2. Identifies potential evidence and takes appropriate steps to protect and secure evidence.		
3. Identifies the need for, and makes appropriate request for investigator.		
4. Maintains scene integrity until arrival of investigator.		
5. Relays pertinent information upon arrival of investigator.		
6. Completes appropriate written reports and documents.		
7. Verbalizes releasing scene control to investigator.		
8. Terminates fire department activity at scene of incident.		
9. Terminates incident operations.		
<b>TOTALS</b>		

Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_

Location: \_\_\_\_\_

PASS

FAIL

CANDIDATE MUST COMPLETE

STEPS TOTAL TO PASS SKILL

9

NFPA 1021: 2014 Edition  
4.1.2, 4.5.3  
4.6.1, 4.6.2, 4.6.3

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_

Signature

Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_





# FIRE OFFICER I COMPETENCY EVALUATION

**JPR Task: Develop and Implement a Health and Wellness Program**

Candidate Name: \_\_\_\_\_  
D.O.B.: / /

**Skill No. 1-12**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE MONITOR/EVALUATOR

Candidates shall be provided with the following:

1. Proper location in which to perform.
2. The candidate shall be provided with national death and injury statistics, departmental policies and procedures.
3. The candidate shall be given the instructions below before beginning the tasks.

### INSTRUCTIONS TO THE CANDIDATE

**"The officer candidate, given appropriate health and wellness initiatives, national statistics, policies and procedures, shall act as the fire department Health and Safety Officer to develop**

### **PERFORMANCE**

	Yes	No
1. Candidate shall evaluate given initiatives and statistics to assist in a departmental health and safety program.	<input type="checkbox"/>	<input type="checkbox"/>
2. Compiles research material for supportive information provided to department members.	<input type="checkbox"/>	<input type="checkbox"/>
3. Develops and implements initiatives within the department through written and verbal communication.	<input type="checkbox"/>	<input type="checkbox"/>
4. Completes appropriate reports and documents as required by policy and procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTALS</b>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Test Date: \_\_\_/\_\_\_/\_\_\_

Location: \_\_\_\_\_

**PASS**

**FAIL**

**CANDIDATE MUST COMPLETE**

**STEPS TOTAL TO PASS SKILL**

**4**

**NFPA 1021: 2014 Edition  
4.1.2, 4.7.3**

LEAD EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_

Signature

Print Last Name

EVALUATOR 2: \_\_\_\_\_ / \_\_\_\_\_

EVALUATOR 3: \_\_\_\_\_ / \_\_\_\_\_