

# **SKILLS MANUAL**

## **CHAPTER NINE**

### **FIRE OFFICER I**

**NFPA 1021, 2014 Edition**

**Effective January 1, 2015**



**Texas Commission on Fire Protection**  
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

## ***INSTRUCTION SHEET***

### ***FIRE OFFICER I PERFORMANCE SKILLS***

#### **Format**

Similar Fire Officer I skills are combined into one skill sheet when possible. These skill sheets should be used in a progressive type grading format. The skill sheet is broken into each individual skill objective. The Examiner should evaluate the Fire Officer I candidates as they complete each skill of the evaluation. The skills that could not be combined are provided as independent skill sheets.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

#### **Scoring Method**

The scoring method is satisfactory (S) or unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Fire Officer I candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Fire Officer I candidate must receive a passing score for all individual skill sections. If a step of a skill objective is scored Unsatisfactory, only that skill objective must be retested. For example, if a candidate fails step b of Skill 4-3, he or she must be retested on Skill 4-3, in its entirety.

Any unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure, in written form, in the comments section of the skill sheet.

#### **Preparation and Equipment**

Activity sheets are provided for some performance skills. Course Instructors are encouraged to use these activity sheets to meet the minimum requirements, or may modify the activity sheets to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs, certain activities may be simulated by other means.

## Fire Officer Skills List

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov'e Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a News Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Human Resource Management-Skill Number 4-1**  
Recommending Action for Member-Related Problems

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.2.4**

**Fire Officer I**

**OBJECTIVE**

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. (4.2.4)

**INSTRUCTIONS - procedures for achieving the objective**

Using the policies and procedures provided, the Fire Officer I candidate shall demonstrate the proper method of applying human resources policies and procedures, so that the situation is identified and the actions recommended are within the established policies and procedures.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

The skill may be completed either as a role-play or in written format as an in-class assignment. Instructors are encouraged to develop their own scenarios for this skill test. Some examples are given on the Human Resource Management – Skill Number 4-1 Sample Activities Sheet.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)  
Selected scenario

# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

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

Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

\_\_\_\_\_

Test Site: \_\_\_\_\_

\_\_\_\_\_

Examiner: \_\_\_\_\_

\_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Human Resource Management Skill # 4-1</b>				
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. (4.2.4)				
a) Identified the correct policy addressing the issue				
b) Correctly followed the policy process to resolve the issue				
c) Recommended appropriate coaching, counseling, disciplinary or other action(s), if justified				
d) Identified actions to be taken if the situation is not corrected or recurs				
e) Followed up to ensure understanding				
f) Applied actions fairly, firmly, and equally				
g) Related interpersonally				
h) Referred member to Employee Assistance Program, if situation warrants				
i) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
 Certifying Examiner

\_\_\_\_\_  
 Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

\_\_\_\_\_  
 Re-Test Certifying Examiner

\_\_\_\_\_  
 Date

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### Human Resource Management – Skill Number 4- 1

#### Sample Activities Sheet

1. Even after repeated verbal counseling sessions and a written reprimand, a driver/operator is caught ingesting prescription narcotic pain medication while on-duty.
2. A firefighter seems abnormally aggressive toward his or her co-workers after a large fatality structure fire where an elderly victim was located.
3. A firefighter continually uses all of his or her sick leave as soon as it is accumulated.

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Officer I**

Performance Standards Evaluation

**Human Resource Management-Skill Number 4-2  
Human Resource Policies and Procedures**

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.2.5**

**Fire Officer I**

**OBJECTIVE**

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (4.2.5)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer I candidate shall demonstrate the ability to deal with administrative procedures that might include 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.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures or modification thereof to complete the skill.

The skill may be completed either as a role-play or in written format as an in-class assignment. Instructors are encouraged to develop their own scenarios for this skill test.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)  
Selected scenario

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Human Resource Management Skill # 4-2</b>				
Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (4.2.5)				
a) Identified the correct policy addressing the issue				
b) Correctly followed the policy and procedures to resolve the issue				
c) Documented action taken				
d) Related interpersonally				
e) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

**Examiner/Candidate Comments:**

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 Certifying Examiner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Re-Test Certifying Examiner

\_\_\_\_\_  
 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Human Resource Management-Skill Number 4-3**  
Non-Emergency Coordination of Assigned Tasks

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.2.2, 4.2.6**

**Fire Officer I**

**OBJECTIVE**

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. (4.2.2)

Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (4.2.6)

**INSTRUCTIONS - procedures for achieving the objective**

**Part 1**

Using the information sheet and the policies and procedures provided, the Fire Officer I candidate shall demonstrate the ability to complete the assignment of tasks or projects to unit members and plan, schedule and prioritize job related responsibilities during a given time period. The Fire Officer I candidate shall provide a narrative that describes how he or she established priorities for the scheduling. Also, the Fire Officer I candidate shall include in the narrative how he or she intends to communicate the station and work assignments to all personnel involved.

**Part 2**

Using the completed calendar and narrative from Part 1 above, the Fire Officer I candidate shall use a role-play scenario to demonstrate the ability to verbally assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise, safety considerations are addressed, and the desired outcomes are conveyed.

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill. Part 2 must be completed by role-playing.

#### PREPARATION & EQUIPMENT

Policies and procedures document(s)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>				
<b>Human Resource Management- Skill # 4-3</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Part 1</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (4.2.6)				
a) Provided a narrative that showed evidence of establishing priorities (concerns for staffing first, assignments second and requests last).				
b) Completed schedule of given assignments shows evidence of planning and coordination of activities by successfully adhering to most guidelines, assignments and requests. Those not met were justified with reasoning.				
c) Members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.				
d) Performed skill in a safe and proficient manner				
<b>Part 2</b>				
Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise, safety considerations are addressed and the desired outcomes are conveyed. (4.2.2)				
a) Delivered assignments in a clear, concise and professional manner				
b) Confirmed each recipient's understanding of their				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

assignment				
c) Addressed safety considerations				
d) Delivered complete instructions				
e) Conveyed desired outcomes				
f) Members were held accountable for the completion of the assignments.				
g) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

**Examiner/Candidate Comments:**

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 Certifying Examiner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Re-Test Certifying Examiner

\_\_\_\_\_  
 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### Human Resource Management – Skill Number 4-3 Activity Sheets

The Fire Officer I candidate shall be assigned as a Station Captain on the “C” shift and be responsible for coordinating the following assignments to ensure that all requests for service are completed.

The station that the candidate is assigned to houses one engine and one ambulance. In addition to the Captain, there are six other members assigned to the station. **Minimum staffing is five firefighters.**

Lieutenant Washington, Driver/Operator Smith, Driver/Operator Garcia, Firefighter Hurst, Firefighter Jones, Firefighter Jefferson

The month that the candidate is responsible for scheduling is September, and the shift schedule is 24/48.

The priority for scheduling is: 1) Staffing 2) Mandatory assignments 3) Requests

**All information will be shown on the calendar.** The candidate should write his or her name/department on the calendar.

#### **Mandatory assignments:**

- Each company will spend 1 hour/day riding territory
- Each company will perform 10 inspections/month (Each inspection takes 45 minutes)
- Each firefighter must complete 20 hours of training/month
- September is the month assigned by the fire department as fitness testing month for each firefighter. The testing takes 3 hours per firefighter and can only be completed Tuesday through Friday

If the candidate cannot ensure that his or her station or any of the firefighters can complete any of the assignments, a memo to the Battalion Chief must be generated and turned in with the shift calendar explaining the failure to meet the assigned objectives. (This would include the name of any business that was not inspected.)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**The Fire Officer I candidate shall use a calendar to schedule the following events:**

- Mrs. Johnson requests that her pool be filled by the engine during the second week of September.
- Driver/Operator Smith calls in sick with the flu on the 3rd and is off 3 shifts.
- Identify (**via memo**) when overtime is needed to meet minimum staffing requirements. **This includes showing who is scheduled to receive ride-up pay.**
- Deputy Chief Allen requests help on the 21st and 24th for PT testing new applicants. The assigned time for this is 0900-1300 both days.
- Firefighter Jones is scheduled on vacation September 6th through 18th.
- The Engine responds to an apartment fire on the 21st (1000-1600).
- Station tours are scheduled for the 12th (1400-1600) and 18th (1000-1100).
- The Parks Director has requested that each station assist in planting trees. This will take 4 hours. The project can only be done on Saturdays. This is a community priority, and is supported by the Fire Chief.
- Lieutenant Washington has vacation scheduled the 22nd through the 30th.
- Firefighter Jefferson has a death in the family on the 14th, and requests funeral leave. (Use your city policy.) **This event requires a memo to the Battalion Chief.**

The buildings to be inspected this month are:

- |                         |                                  |
|-------------------------|----------------------------------|
| 1. XYZ Warehouse        | 11. Pizza Hut                    |
| 2. McDonald's           | 12. The Waffle House             |
| 3. The GAP              | 13. The Container Store          |
| 4. Best Buy             | 14. Dick's Auto Supply           |
| 5. Plastic Corp         | 15. Gary's House of Cards        |
| 6. Century Development  | 16. The Beer Store               |
| 7. Dollar General Store | 17. The Saloon Dance Hall        |
| 8. Smith Dentist Office | 18. Irwin Park Elementary School |
| 9. Radio Shack          | 19. Hillside High School         |
| 10. The Room Store      | 20. Old Navy                     |

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
C 28	A 29	B 30	C 31	A 01	B 02	C 03
A 04	B 05	C 06	A 07	B 08	C 09	A 10
B 11	C 12	A 13	B 14	C 15	A 16	B 17
C 18	A 19	B 20	C 21	A 22	B 23	C 24
A 25	B 26	C 27	A 28	B 29	C 30	A 31
B 01	C 02	A 03	B 04	C 05	A 06	B 07

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Officer I**

Performance Standards Evaluation

**Community and Government Relations-Skill Number 4-4  
Initiating Action on a Community Need**

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.3.1**

**Fire Officer I**

**OBJECTIVE**

Initiate action on a community need, given policies and procedures, so that the need is addressed. (4.3.1)

**INSTRUCTIONS - procedures for achieving the objective**

Based on a need in his or her community, the Fire Officer I candidate shall initiate action to address the need according to agency policies and procedures.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### Community and Government Relations – Skill Number 4-5

##### Initiating Action to a Citizen's Concern and Responding to a Public Inquiry

#### PERFORMANCE STANDARD

Section 901

#### NFPA 1021, 2014 edition, 4.3.2, 4.3.3

Fire Officer I

#### OBJECTIVE

Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (4.3.2)

Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (4.3.3)

#### INSTRUCTIONS - procedures for achieving the objective

The examiner will provide the Fire Officer I candidate with various hypothetical scenarios dealing with an inquiry, complaint, suggestion, statement of praise, or request from a citizen, group, or organization. The Fire Officer I candidate shall respond to the provided scenarios following departmental or agency policies and procedures and ensure that all the public concerns are appropriately addressed.

#### EXAMINER'S NOTE

The intent is to evaluate the Fire Officer I candidate's ability to successfully communicate with the public, both verbally and in a written format. Communication must be in accordance with any agency or departmental policies and procedures. The communication must maintain a professional tone and must address the citizen's concern, question, complaint, or inquiry. The communication should positively reflect the actions or function of the agency or department. Acceptable means of responding include providing justification, providing an explanation, disseminating information, and/or redirecting the inquiry to a more appropriate source.

#### PREPARATION & EQUIPMENT

Actual or generic department or agency policies & procedures

Scenarios

Writing equipment

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Community and Government Relations Skill # 4-5</b>				
Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (4.3.3)				
Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (4.3.2)				
a) Verbally empathized with the citizen's concern and responded in a professional manner				
b) Verbally provided a solution to the concern following departmental policies and procedures				
c) Used verbal and nonverbal communication appropriately				
d) Demonstrated familiarity with public relations				
a) Used appropriate written communication techniques				
b) Provided a solution to the concern following departmental policies and procedures				
c) Was accurate				
d) Was courteous				
e) Demonstrated the ability to relate interpersonally, and to appropriately respond to public inquiries				
f) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

\_\_\_\_\_  
Re-Test Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**ADMINISTRATION-Skill Number 4-6**  
Recommending Policy or Procedure Changes

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.1.2, 4.4.1**

**Fire Officer I**

**OBJECTIVE**

The ability to effectively communicate in writing utilizing technology provided by the AHJ. (4.1.2)

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (4.4.1)

**INSTRUCTIONS - procedures for achieving the objective**

Given a new department policy, the Fire Officer I candidate shall implement the policy at the unit level. Based on feedback received from his or her personnel, the Fire Officer I candidate shall, using technology, prepare written recommendations for changes to the policy so that the recommendations identify the problem and propose a solution.

**EXAMINER'S NOTE**

This skill contains two parts: reviewing a new policy and communicating it to unit members, then suggesting and justifying revisions to the policy in writing based on feedback from unit members.

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Administration Skill # 4-6</b>				
The ability to effectively communicate in writing utilizing technology provided by the AHJ. (4.1.2) Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (4.4.1)				
a) Reviewed new policy				
b) Communicated and implemented new policy with unit members				
c) Received feedback from members about problems with the new policy				
d) Identified and documented the policy problem(s)				
e) Documented a proposed solution(s) in writing				
f) Identified how the proposed solution solves the policy problem(s)				
g) Identified the benefit to internal or external customers				
h) Identified other policies affected by proposed change				
i) Identified any cost to implement the solution (time, personnel, money, training, equipment, etc.)				
j) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

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_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION  
Fire Officer I**

Performance Standards Evaluation

**ADMINISTRATION-Skill Number 4-7  
Preparing a Budget Request**

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.1.2, 4.4.3**

**Fire Officer I**

**OBJECTIVE**

Write reports, letters, and memos utilizing word processing and spreadsheet programs. (4.1.2)

Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (4.4.3)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer I candidate shall prepare a purchase request, given a need and purchasing forms, so that the request is in the proper format and is supported with data.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Agency purchasing forms  
Policies and procedures document(s)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Administration Skill # 4-7</b>				
Write reports, letters, and memos utilizing word processing and spreadsheet programs. (4.1.2)				
Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.(4.4.3)				
a) Identified a purchasing need				
b) Identified the benefits of the purchase				
c) Identified the consequences of non-purchase				
d) Identified the costs				
e) Used proper grammar, punctuation, and format to submit a written purchase order request				
f) Used word processing and spreadsheet programs effectively				
g) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

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<hr/> <b>Certifying Examiner</b>	<hr/> <b>Date</b>	<b>Overall Skill Sheet Score</b> Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<hr/> <b>Re-Test Certifying Examiner</b>	<hr/> <b>Date</b>	<b>Overall Skill Sheet Re-Test Score</b> Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### ADMINISTRATION-Skill Number 4-8

Purpose of Each Management Component of the Organization and  
Benefits of Collecting Incident Response Data

#### PERFORMANCE STANDARD

Section 901

NFPA 1021, 2014 edition, 4.1.2, 4.4.4, 4.4.5

Fire Officer I

#### OBJECTIVE

Operate in an information management system. (4.1.2)

Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. (4.4.4)

Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. (4.4.5)

#### INSTRUCTIONS - procedures for achieving the objective

The Fire Officer I candidate will be provided with an organization chart, goals and mission of the organization. The Fire Officer I candidate will explain the purpose of each management component of the organization and the needs and benefits of collecting incident response data, utilizing AHJ information management system data.

#### EXAMINER'S NOTE

The skill will evaluate the Fire Officer I candidate's ability to successfully communicate verbally in a clear and concise manner. Explanation must be in accordance with any agency or departmental policies and procedures.

#### PREPARATION & EQUIPMENT

Actual or generic department organization chart

Actual or generic department goals and mission

Actual or generic department or agency policies & procedures

Writing equipment

AHJ Information Management System (can be simulated)

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>ADMINISTRATION Skill # 4-8</b>				
Operate in an information management system. (4.1.2)				
Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.(4.4.4)				
Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. (4.4.5)				
a. Explained the purpose of each management component of the organization				
b. The explanation is current and accurate and clearly identifies the purpose and mission of the organization.				
c. Understood the organizational structure of the department and functions of management.				
d. Showed the ability to communicate verbally in a clear and concise manner				
e. Explained the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.				
f. Understood the agency's information management system and used it correctly				
g. Showed the ability to communicate both orally and in writing				
h. Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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Certifying Examiner                      Date

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Re-Test Certifying Examiner                      Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

**Inspection and Investigation Skill Number 4-9**  
Describing the Procedures for Conducting Fire Inspections

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.5.1**

**Fire Officer I**

**OBJECTIVE**

Describe the procedures of the AHJ for conducting fire inspections\*, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

- 1) Assembly
- 2) Educational
- 3) Health care
- 4) Detention and correctional
- 5) Residential
- 6) Mercantile
- 7) Business
- 8) Industrial
- 9) Storage
- 10) Unusual structures
- 11) Mixed occupancies

**INSTRUCTIONS - procedures for achieving the objective**

Given a specific occupancy with fire code violations, the Fire Officer I candidate shall describe the procedures for conducting fire inspections in the type of occupancy by a TCFP-certified fire inspector and write a report describing the fire code violations.

**EXAMINER'S NOTE**

Assign the candidate a specific occupancy from the list in the above objective.

\*As of September 1, 2011, anyone performing **fire safety inspections** in the State of Texas must be a TCFP-certified inspector. This requirement does not include those performing pre-fire planning, but does include those performing code inspection and enforcement tasks.

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Inspection and Investigation Skill # 4-9</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: 1) Assembly 2) Educational 3) Health care 4) Detention and correctional 5) Residential 6) Mercantile 7) Business 8) Industrial 9) Storage 10) Unusual structures 11) Mixed occupancies (4.5.1)				
a) Described the importance of initiating contact with occupants using courtesy and professionalism				
b) Described the importance of obtaining cooperation by emphasizing the reason for fire inspection(s)				
c) Described the value of professional appearance and demeanor for the site team				
d) Wrote a report using standardized formatting describing the procedures of the AHJ for conducting fire inspections by a TCFP-certified fire inspector to include:				
1) Application of local fire and/or safety codes based on the scenario and described appropriate action(s)				
2) Identification of hazards, including type and location of hazardous materials				
e) Performed skill in a safe and proficient manner				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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Certifying Examiner

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Date

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Re-Test Certifying Examiner

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Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Inspection and Investigation -Skill Number 4-10**  
Developing a Pre-incident Plan

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.5.2**

**Fire Officer I**

**OBJECTIVE**

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed:

- 1) Public assembly
- 2) Educational
- 3) Institutional
- 4) Residential
- 5) Business
- 6) Industrial
- 7) Manufacturing
- 8) Storage
- 9) Mercantile
- 10) Special properties

**INSTRUCTIONS - procedures for achieving the objective**

Using the information, forms, and policies and procedures provided, the Fire Officer I candidate shall develop a pre-incident plan for the assigned facility, so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures. The Fire Officer I candidate shall review and discuss the plan with unit members.

**EXAMINER'S NOTE**

Instructors shall develop their own scenarios for completing this skill.

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Facility to assign

Pre-planning policies, procedures and forms

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

Examiner: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Inspection and Investigation Skill # 4-10</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: <ol style="list-style-type: none"> <li>1) Public assembly</li> <li>2) Educational</li> <li>3) Institutional</li> <li>4) Residential</li> <li>5) Business</li> <li>6) Industrial</li> <li>7) Manufacturing</li> <li>8) Storage</li> <li>9) Mercantile</li> <li>10) Special properties</li> </ol> (4.5.2)				
a) Wrote a plan that indicated:				
1) Construction type and features				
2) Fire protection features				
3) Water supplies				
4) Fire loading				
5) Property conservation priorities				
6) Life safety features				
7) Utilities				
b) Reviewed plan with unit members				
c) Discussed tactics and identified any skills that need to be reinforced or developed.				
d) Performed skill in a safe and proficient manner				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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\_\_\_\_\_  
Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

\_\_\_\_\_  
Re-Test Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### Inspection and Investigation-Skill Number 4-11

##### Executing Routine Unit-level

##### Administrative Functions and Securing a Scene

### PERFORMANCE STANDARD

Section 901

NFPA 1021, 2014 edition, 4.4.2, 4.5.3

Fire Officer I

### OBJECTIVE

Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (4.5.3)

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. (4.4.2)

### INSTRUCTIONS - procedures for achieving the objective

The Fire Officer I candidate shall 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.

Using the incident information sheet provided, the Fire Officer I candidate shall demonstrate the proper method of executing routine unit-level administrative functions, given forms and record management systems, so that the reports are complete, and files are maintained in accordance with agency policies and procedures.

### EXAMINER'S NOTE

The skill requires the instructor to create a fire scene scenario or simulation.

### PREPARATION & EQUIPMENT

Scenario or simulation that will allow the completion of all grading elements

Incident information sheet

Policies and procedures document(s)

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Inspection and Investigation Skill # 4-11</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (4.5.3)				
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. (4.4.2)				
a) Ensured that loss control activities were appropriate and performed during fire extinguishment				
b) Kept unnecessary personnel out of evidence area				
c) Protected potential evidence				
d) Secured the scene and established perimeters according to agency policy				
e) Requested Investigator, if necessary, according to agency policy				
f) Completed report in agency record management system				
1. Produced a report that is clear and legible				
2. Placed correct information on the report				
3. Communicated clearly in the "report narrative" section				
4. Wrote in third person				
5. Maintained report in accordance with policies and procedures				
g) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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<hr/>	<hr/>	<b>Overall Skill Sheet Score</b>
<b>Certifying Examiner</b>	<b>Date</b>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<hr/>	<hr/>	<b>Overall Skill Sheet Re-Test Score</b>
<b>Re-Test Certifying Examiner</b>	<b>Date</b>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### Emergency Service Delivery-Skill Number 4-12

Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members

#### PERFORMANCE STANDARD

Section 901

NFPA 1021, 2014 edition, 4.1.2, 4.2.1, 4.6.1, 4.6.2

Fire Officer I

#### OBJECTIVE

Effectively operate at all levels in the incident management system utilized by the AHJ. (4.1.2)

Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (4.2.1)

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. (4.6.1)

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. (4.6.2)

#### INSTRUCTIONS - procedures for achieving the objective

Using the policies and procedures provided, the Fire Officer I candidate shall develop an initial action plan from the given size-up and assigned resources information, so that resources are deployed to control the emergency.

The Fire Officer I candidate shall then implement and supervise the plan that is consistent with the local emergency plan, including localized evacuation procedures as needed. The Fire Officer I shall assign tasks and/or responsibilities to unit members so that:

- instructions are complete, clear, and concise, based on training and experience of personnel
- safety considerations are addressed
- desired outcomes are conveyed
- an incident management system is utilized

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

#### EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill. The skill requires the instructor to develop a scenario including size-up and assigned resources information.

#### PREPARATION & EQUIPMENT

Instructor developed scenario information including size-up and assigned resources information

Policies and procedures document(s)

# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Emergency Service Delivery Skill # 4-12</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Effectively operate at all levels in the incident management system utilized by the AHJ. (4.1.2)				
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. (4.2.1)				
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. (4.6.1)				
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. (4.6.2)				
a) Developed an initial action plan which adequately addresses size-up information				
b) Developed an initial action plan which will adequately deploy assigned resources				
c) Implemented an action plan so that resources are deployed to mitigate the situation				
d) Implemented an action plan consistent with the local emergency plan, including localized evacuation procedures, as needed				
e) Followed standard operating procedures while delivering concise instructions for frequently assigned unit tasks, based on training and experience of personnel				
f) Delivered instructions that were complete, clear, and concise				
g) Addressed safety considerations				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

h) Conveyed desired outcomes to unit members				
i) Supervised the incident utilizing an incident management system, and maintained accountability of personnel				
j) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

**All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.**

**Examiner/Candidate Comments:**

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 Certifying Examiner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Re-Test Certifying Examiner

\_\_\_\_\_  
 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Emergency Service Delivery-Skill Number 4-13**  
Developing and Conducting a Post-Incident Analysis

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.6.3**

**Fire Officer I**

**Objective**

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. (4.6.3)

**INSTRUCTIONS - procedures for achieving the objective**

The examiner will provide the Fire Officer I candidate with a single unit emergency incident scenario, associated forms, and reports from the emergency incident. The Fire Officer I candidate shall use the provided information, following departmental or agency policies and procedures, to develop a single unit incident post-incident analysis. All key components of the post-incident analysis must be appropriately addressed. The Fire Officer I candidate shall first develop a written post-incident analysis report and then he or she will present the findings to the examiner in a verbal report.

**EXAMINER'S NOTE**

The skill will evaluate the Fire Officer I candidate's ability to successfully analyze a single unit incident and evaluate it in order to improve future emergency response activities. Scenarios or run reports used by the candidate to develop their report may be from actual responses or hypothetically derived. The examiner should vary the scenarios given to each candidate in the class.

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Actual or generic department or agency policies & procedures  
Scenarios  
Emergency response/run reports  
ICS and/or PIA forms or checklists  
Writing equipment

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Emergency Service Delivery Skill # 4-13</b>				
Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. (4.6.3)				
a) Developed a written post-incident analysis that addressed the critical elements.				
b) Evaluated overall skill performance of the unit during the incident				
c) Completed approved forms.				
d) Verbally communicated the above key points to the examiner				
e) Performed skill in a safe and proficient manner				

**S = Satisfactorily completed/performed**

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**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

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Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

\_\_\_\_\_  
Re-Test Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Health and Safety-Skill Number 4-14**

Applying Safety Regulations at the Unit Level and Directing Training Evolutions

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.2.3, 4.7.1**

**Fire Officer I**

**OBJECTIVE**

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. (4.7.1)

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (4.2.3)

**INSTRUCTIONS - procedures for achieving the objective**

Using the policies and procedures, appropriate forms, and a scenario, the Fire Officer I candidate shall identify a safety hazard. The Fire Officer I candidate shall direct unit members during an in-service training evolution so that all members are aware of applicable departmental policy and how to avoid the accident from occurring again. The Fire Officer I candidate shall ensure that proper documentation is completed.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures

Departmental forms

Writing equipment

Visual aids equipment (i.e. PowerPoint, computer, projector)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b>TEST</b>		<b>RETEST</b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Health and Safety Skill # 4-14</b>				
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. (4.7.1)				
Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (4.2.3)				
a) Based on identified safety hazard, reviewed safety regulations				
b) Directed in-service training involving safety regulation				
1) Distributed issue-guided directions to unit members during training evolutions				
2) Ensured unit members performed efficiently in accordance with safety plans and as directed				
3) Ensured that all members understood responsibilities				
c) Documented training utilizing appropriate forms				
1) Ensured report is complete				
2) Ensured report is legible and clear				
3) Ensured that report follows departmental policies and procedures				
d) Processed report in accordance with departmental policies and procedures				
e) Performed skill in a safe and proficient manner				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards Evaluation

**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

**Examiner/Candidate Comments:**

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Certifying Examiner

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Date

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Re-Test Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Health and Safety-Skill Number 4-15**  
Conducting an Initial Accident Investigation

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.7.2**

**Fire Officer I**

**OBJECTIVE**

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 of the AHJ. (4.7.2)

**INSTRUCTIONS - procedures for achieving the objective**

Using the policies and procedures provided, appropriate forms, and a scenario, the Fire Officer I candidate shall investigate an accident. The Fire Officer I candidate shall ensure that proper documentation is completed in accordance with policies and procedures of the AHJ.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures

Departmental forms

Writing equipment

Visual aids equipment (i.e. PowerPoint, computer, projector)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Health and Safety Skill # 4-15</b>				
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 of the AHJ. (4.7.2)				
a) If possible, interviewed person involved in accident and/or witnesses to the accident				
b) Reviewed policies and procedures involving the accident				
c) Documented the accident on appropriate forms				
1) Report is legible and clear				
2) Report is clear, thorough and complete				
3) Report is factual and unbiased				
4) Ensured report follows departmental policies and procedures				
d) Processed report in accordance with policies and procedures				
e) Performed skill in a safe and proficient manner				

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**U = Unsatisfactorily performed/failed to meet objective or grading step**

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**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**

Performance Standards Evaluation

**Health and Safety-Skill Number 4-16**  
Benefits of Wellness and Fitness programs

**PERFORMANCE STANDARD**

**Section 901**

**NFPA 1021, 2014 edition, 4.7.3**

**Fire Officer I**

**OBJECTIVE**

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members. (4.7.3)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer I candidate shall explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so that the need to participate in wellness and fitness programs could be explained to members, given current fire service trends and agency policies.

**EXAMINER'S NOTE**

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures

Departmental forms

Writing equipment

Visual aids equipment (i.e. PowerPoint, computer, projector)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
 Performance Standards Evaluation

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

<b>Fire Officer I</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Health and Safety Skill # 4-16</b>				
Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members. (4.7.3)				
a) Explained the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities				
b) Described national death and injury statistics of firefighters that indicate the need for being physically and medically capable				
c) Explained how fire service safety and wellness initiatives can improve a firefighter's physical and medical capabilities				
d) Explained how agency policies should be based on nationally recognized safety standards				
e) Demonstrated the ability to communicate orally				
f) Performed skill in a safe and proficient manner				

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**Examiner/Candidate Comments:**

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