



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL

## Fire Officer II Evaluation Skill Sheet



<b>SS#</b>	<b>Skill Sheet Title</b>	<b>NFPA 1021 Objectives Addressed 2014 edition</b>
5.2.1A	Initiate Action to Maximize Performance	5.2.1; 5.2.1(A)(B)
5.2.2A	Evaluate Job Performance	5.2.2; 5.2.2(A)(B)
5.2.3A	Create a Professional Development Plan for Promotion	5.2.3; 5.2.3(A)(B)
5.3.1A	Cooperate with Allied Organizations	5.3.1; 5.3.1(A)(B)
5.4.1A	Develop Policy or Procedure	5.4.1; 5.4.1(A)(B)
5.4.2A	Develop a Project or Divisional Budget	5.4.2; 5.4.2(A)(B)
5.4.3A	Describe Purchasing Process	5.4.3; 5.4.3(A)(B)
5.4.4A	Prepare a News Release	5.4.4; 5.4.4(A)(B)
5.4.5A	Prepare a Report	5.4.5; 5.4.5(A)(B)
5.4.6A	Develop a Plan for Change	5.4.6; 5.4.6(A)(B)
5.5.1A	Determine Cause and Origin	5.5.1; 5.5.1(A)(B)
5.6.1A	Produce Operational Plans	5.6.1; 5.6.1(A)(B)
5.6.2A	Develop and Conduct a Post-Incident Analysis	5.6.2; 5.6.2(A)(B)
5.6.3A	Prepare a Written Report – Incident Report Data	5.6.3; 5.6.3(A)(B)
5.7.1A	Analyze Occupational Safety and Health Reporting	5.7.1; 5.7.1(A)(B)

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<b>Skill Sheet #: 5.2.1A</b>		<b>Primary Task: Initiate Action to Maximize Performance</b>	
Objective(s) :	5.2.1; 5.2.1(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies policies and procedures for human resources issues			
2. Identifies issue or problem contributing to unacceptable performance			
3. Identifies behavioral factors contributing to the issue or problem			
4. Identifies positive and negative impact of group dynamics			
5. Identifies appropriate leadership style, use of power and influence to address the issue or problem			
6. Determines appropriate approach to communicate orally and in writing to solve problems			
7. * Indicates actions to resolve issue or problem			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.2.2A Primary Task: Evaluate Job Performance</b>			
Objective(s) :	5.2.2; 5.2.2(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies policies and procedures for human resources management		
2.	Identifies appropriate personnel records and forms for job performance		
3.	Indicates appropriate job description for a given position		
4.	Selects objectives for a members performance evaluation program		
5.	Members performance is evaluated accurately		
6.	* Develops plan to conduct job performance evaluations		
7.	Describes procedure for conducting job performance assessment		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.2.3A Primary Task: Create a Professional Development Plan for Promotion</b>			
Objective(s) :	5.2.3; 5.2.3(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies criteria for promotion		
2.	Select resources to adequately prepare candidate for examination		
3.	* Describes approach to a professional development guide		
4.	Identifies feasibility of opportunities for job shadowing		
5.	Describes procedure for oral and written presentation of professional development plan		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: 5.3.1A Primary Task: Cooperate with Allied Organizations</b>			
Objective(s) : 5.3.1; 5.3.1(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies mission and goals of department			
2. Describes benefits of effective public relations and community outreach program			
3. Defines and describes cooperative allied organizations within the community			
4. Identifies specific issue or problem in the community			
5. * Defines required roles to establish cooperative relationship for initiating action to resolve the issue			
6. Describes plan for communicating direction and initiating action			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.4.1A Primary Task: Develop Policy or Procedure</b>			
Objective(s) :	5.4.1; 5.4.1(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies approved process for policy and/or procedure development		
2.	Defines issue or problem requiring policy/procedure development		
3.	Identifies solution to address identified issue or problem		
4.	* Describes the procedure for developing a policy and/or procedure to reflect the identified solution		
5.	Describes action plan for communicating new policy and/or procedure both orally and in writing		
* Critical Step Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: 5.4.2A Primary Task: Develop a Project or Divisional Budget</b>			
Objective(s) :	5.4.2; 5.4.2(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies department procedures for budget development and financial management		
2.	Identifies established schedules and guidelines for budget preparation		
3.	* Determines process for identifying and justifying expenditures		
4.	Describes and categorize the components of a well-designed budget		
5.	Describes the allocation of components to appropriate categories		
6.	Identifies action steps for oral and written delivery of proposed budget		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.4.3A Primary Task: Describe Purchasing Process</b>			
Objective(s) : 5.4.3; 5.4.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies departmental policy and regulations for purchasing			
2. Describes the process for soliciting and awarding bids to vendor			
3. Identifies procedures for developing specifications for requested items			
4. Defines the competitive bid process for purchases within the AHJ			
5. * Describes processes for vendor evaluation and selection			
6. Identifies procedure for awarding bids			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.4.4A Primary Task: Prepare a News Release</b>			
Objective(s) :	5.4.4; 5.4.4(A)(B)	NFPA Standard:	1021
			Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies departmental policy for public information		
2.	Identifies and describes incident or issue requiring public communication		
3.	Describes characteristics of a news release		
4.	* Identifies process for verifying accuracy of department news releases		
5.	Describes process for issuing news release in accordance with department policy		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: 5.4.5A Primary Task: Prepare a Report</b>			
Objective(s) : 5.4.5; 5.4.5(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies departmental policy for release of information			
2. Identifies needed or requested information for report development process			
3. * Describes appropriate formatting of information			
4. Information required for the AHJ is accurate and documented			
* Critical Step Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass	<b>3</b>

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<b>Skill Sheet #: 5.4.6A Primary Task: Develop a Plan for Change</b>			
Objective(s) : 5.4.6; 5.4.6(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies departmental policy for plan development			
2. Identifies need for change			
3. Describes steps to investigate the situation and research data for initiating change			
4. * Describes the process for plan development of identified issue			
5. Describes the process for implementing the proposed plan			
6. Identifies procedure for effectively communicating plan implementation			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.5.1A Primary Task: Determine Cause and Origin</b>			
Objective(s) :	5.5.1; 5.5.1(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Identifies methods used by arsonists		
2.	Describes common causes of fires		
3.	Identifies procedures for determining basic cause and origin		
4.	Describes fire growth and development process		
5.	* Describes process for applying deductive skills within fire investigations		
6.	Describes the process for presenting findings of a fire investigation		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.6.1A Primary Task: Produce Operational Plans</b>			
Objective(s) : 5.6.1; 5.6.1(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies AHJ approved safety procedures			
2. Identifies provisions of NFPA 1600			
3. Identifies department policy for multi-jurisdictional response			
4. Describes approved process for development of pre-incident plans			
5. Describes procedures for resource deployment in multi-unit emergency operations			
6. Describes roles and responsibilities for command staff and unit supervision positions within IMS			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: 5.6.2A Primary Task: Develop and Conduct a Post-Incident Analysis – Multi-Unit Incidents</b>			
Objective(s) :	5.6.2; 5.6.2(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1 <sup>st</sup>	2 <sup>nd</sup>
1.	Identifies department policies and procedures for post-incident analysis and reporting		
2.	Describes structural, environmental and resources considerations affecting firefighting activities		
3.	* Identifies and evaluates critical elements/actions concerning the incident		
4.	Provides appropriate information on forms/reports as required by department policy		
5.	Describes procedures for processing post-incident reports in accordance with departmental policies		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: 5.6.3A Primary Task: Prepare a Written Report – Incident Report Data</b>			
Objective(s) : 5.6.3; 5.6.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies process for obtaining incident reporting data			
2. Describes process for reviewing and analyzing incident reporting data			
3. Identifies steps for categorizing received data			
4. * Describes method for interpreting incident response data			
5. Identifies steps for producing a written report in accordance with department policies and procedures			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: 5.7.1A Primary Task: Analyze Occupational Safety and Health Reporting</b>			
Objective(s) : 5.7.1; 5.7.1(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies department policies for reporting occupational safety and health issues			
2. Describes factors affecting injuries and death in the workplace			
* Describes process for analyzing and interpreting data provided through incident reporting			
3. process			
4. Identifies the process for formulating recommendations based on data received			
5. Identifies the process for communicating findings within the organization			
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