

Fire Officer II Practical Skill Evaluation Sheets Index

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Skill Sheet #: 5.2.1A Primary Task: Initiate Action to Maximize Performance			
Objective(s) :	5.2.1; 5.2.1(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
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 proposed action		
7.	* Indicates action steps to resolve issue or problem		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.2.2A		Primary Task: Evaluate Job Performance	
Objective(s) :	5.2.2; 5.2.2(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
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 performance evaluation program		
5.	Defines appropriate evaluation criteria		
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 PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.2.3A Primary Task: Create a Professional Development Plan for Promotion			
Objective(s) :	5.2.3; 5.2.3(A)(B)	NFPA Standard:	1021
			Candidate #
Performance Evaluation Sheet			
Tasks:			
			Pass
			Fail
1.	Identifies criteria for promotion		
2.	Verifies availability of resources to adequately prepare candidate for examination		
3.	* Describes approach to develop 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 PARAMOUNT	Total number steps candidate must complete to pass 4

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

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Skill Sheet #: 5.4.1A Primary Task: Develop Policy or Procedure													
Objective(s) : 5.4.1; 5.4.1(A)(B)	NFPA Standard: 1021 Candidate #												
Performance Evaluation Sheet													
Tasks:													
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail										
Pass	Fail												
<ol style="list-style-type: none"> 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Failure of this step mandates failure on the entire objective</td> <td style="width: 30%; text-align: center;">Safety is PARAMOUNT</td> <td style="width: 30%;">Total number steps candidate must complete to pass</td> <td style="width: 10%; text-align: center; vertical-align: middle;">4</td> </tr> </table>	Failure of this step mandates failure on the entire objective	Safety is PARAMOUNT	Total number steps candidate must complete to pass	4								
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Skill Sheet #: 5.4.2A Primary Task: Develop a Project or Divisional Budget			
Objective(s) :	5.4.2; 5.4.2(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1.	Identifies department procedures for budget development and financial management		
2.	Identifies established schedules and agendas 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 PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.4.3A Primary Task: Describe Purchasing Process			
Objective(s) :	5.4.3; 5.4.3(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
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 accepted processes for vendor evaluation and selection		
6.	Identifies accepted procedure for awarding bids		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.4.4A Primary Task: Prepare a News Release			
Objective(s) :	5.4.4; 5.4.4(A)(B)	NFPA Standard:	1021
			Candidate #
Performance Evaluation Sheet			
Tasks:			
			Pass
			Fail
1.	Identifies departmental policy for public information		
2.	Identifies and describes incident or issue requiring public communication		
3.	Describes characteristics of an effective 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 PARAMOUNT	Total number steps candidate must complete to pass
			4

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Skill Sheet #: 5.4.5A Primary Task: Prepare a Report			
Objective(s) :	5.4.5; 5.4.5(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1.	Identifies departmental policy for release of information	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies needed or requested information for report development process	<input type="checkbox"/>	<input type="checkbox"/>
3.	* Describes appropriate formatting of information	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies appropriate method(s) for information dissemination	<input type="checkbox"/>	<input type="checkbox"/>
* Critical Step		Failure of this step mandates failure on the entire objective	
		Safety is PARAMOUNT	
		Total number steps candidate must complete to pass	3

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Skill Sheet #: 5.4.6A Primary Task: Develop a Plan for Change			
Objective(s) :	5.4.6; 5.4.6(A)(B)	NFPA Standard:	1021
			Candidate #
Performance Evaluation Sheet			
Tasks:			
			Pass
			Fail
1.	Identifies departmental policy for plan development and adjustment		
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 PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.5.1A Primary Task: Determine Cause and Origin			
Objective(s) :	5.5.1; 5.5.1(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
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 reasoning 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 PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.6.1A		Primary Task: Produce Operational Plans	
Objective(s) :	5.6.1; 5.6.1(A)(B)	NFPA Standard:	1021
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
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 PARAMOUNT	Total number steps candidate must complete to pass 5

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Skill Sheet #: 5.6.2A Primary Task: Develop and Conduct a Post-Incident Analysis – Multi-Unit Incidents			
Objective(s) : 5.6.2; 5.6.2(A)(B)	NFPA Standard: 1021	Candidate #	
Performance Evaluation Sheet			
Tasks:			
			Pass
			Fail
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 PARAMOUNT	Total number steps candidate must complete to pass 4

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

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Skill Sheet #: 5.7.1A Primary Task: Analyze Occupational Safety and Health Reporting			
Objective(s) : 5.7.1; 5.7.1(A)(B)	NFPA Standard: 1021	Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies department policies for reporting occupational safety and health issues		<input type="checkbox"/>	<input type="checkbox"/>
2. Describes factors affecting injuries and death in the workplace		<input type="checkbox"/>	<input type="checkbox"/>
* Describes process for analyzing and interpreting data provided through incident reporting		<input type="checkbox"/>	<input type="checkbox"/>
3. process		<input type="checkbox"/>	<input type="checkbox"/>
4. Identifies the process for formulating recommendations based on data received		<input type="checkbox"/>	<input type="checkbox"/>
5. Identifies the process for communicating findings within the organization		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is PARAMOUNT	Total number steps candidate must complete to pass 4

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