



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.2 HUMAN RESOURCE MANAGEMENT**

**Evaluation Sheet: 4.2.1**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.1 NFPA 1021, 2014 Edition		<b>TASK:</b> 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.					
<b>CONDITIONS:</b> Given a scenario and assignment during either an actual or simulated emergency operation situation, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit members during emergency operations according to scenario				
2.	Give complete, clear, and concise instructions based on applicable training standards and scenario				
3.	Communicate desired outcomes to unit members that are appropriate to scenario				
4.	Address safety considerations appropriate to scenario				
5.	Ensure orders are understood by unit members				
6.	Utilize personnel and/or equipment in an efficient manner.				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ <b>Evaluator (Print &amp; Sign)</b>	_____ <b>Date</b>	_____ <b>Candidate</b>	_____ <b>Date</b>
_____ <b>Re-Test Evaluator</b>	_____ <b>Date</b>	_____ <b>Re-Test Candidate</b>	_____ <b>Date</b>



## FIRE OFFICER I

### 4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.2

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.2.2 NFPA 1021, 2014 Edition	<b>TASK:</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.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to issue instructions for frequently assigned tasks based upon department policy.					
<b>CONDITIONS:</b> Given a scenario and assignment during either actual or simulated non-emergency conditions at a station or other work location, the candidate shall demonstrate the ability to:					
		<b>FIRST TEST</b>	<b>RETEST</b>		
<b>No.</b>	<b>TASK STEPS</b>	<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Issue instructions to unit members for assigned tasks based upon department policy and scenario provided				
2.	Provide instructions to their unit members in a manner that is complete, clear, and concise and appropriate to scenario				
3.	Address safety considerations as required by scenario				
4.	Communicate desired outcomes to unit members that are appropriate to scenario				
5.	Ensure orders are understood by unit members				
6.	Utilize personnel and/or equipment in an efficient manner				
<b>RETEST APPROVED BY:</b> _____		<b>RETEST EVALUATOR:</b> _____			

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.2 HUMAN RESOURCE MANAGEMENT**

**Evaluation Sheet: 4.2.3**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.3 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to distribute issue-guided directions to unit members during a training evolution.					
<b>CONDITIONS:</b> Given an actual or simulated company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:					
<b>No.</b>	<b>TASK STEPS</b>	<b>FIRST TEST</b>		<b>RETEST</b>	
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Give clear, concise, and understandable directions to unit members during training evolution				
2.	Conduct evolutions in a safe manner				
3.	Utilize personnel and/or equipment in an efficient manner				
4.	Confirm that evolutions are performed as directed				
5.	Address improper methods or mistakes and correct promptly (if applicable)				
6.	Determine that training evolution is completed appropriately according to scenario provided and applicable policies and procedures				
<b>RETEST APPROVED BY:</b> _____		<b>RETEST EVALUATOR:</b> _____			

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.2 HUMAN RESOURCE MANAGEMENT**

**Evaluation Sheet: 4.2.4**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.4 NFPA 1021, 2014 Edition		<b>TASK:</b> Recommend action for a member-related problem, 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to recommend a course of action for a member in need of assistance.					
<b>CONDITIONS:</b> Given an actual or simulated member with a situation requiring assistance and the member assistance policies and procedures, the candidate shall demonstrate the ability to: <i>(Examples include substance abuse; acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.)</i>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct the conversation with subordinate in private				
2.	Demonstrate a concerned, mature, responsible attitude toward unit member				
3.	Properly identify unit member's problem situation				
4.	Recommend proper course of action for unit member in need of assistance based on scenario				
5.	Present a course of action within established policies and procedures				
6.	Make appropriate written recommendation for further action				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.2 HUMAN RESOURCE MANAGEMENT**

**Evaluation Sheet: 4.2.5**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.5 NFPA 1021, 2014 Edition		<b>TASK:</b> Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to relate interpersonally.					
<b>CONDITIONS:</b> Given an actual or simulated administrative situation requiring action and a set of policies and procedures, the candidate shall demonstrate the ability to: <i>(Examples include transfers, promotions, and compensation/member benefits, sick leave, vacation, commendations, disciplinary actions, grievances, and so on.)</i>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct conversation with unit member in private				
2.	Properly identify member's issue				
3.	Demonstrate caring, mature, responsible attitude toward unit member				
4.	Recommend proper course of action for unit member in need of assistance based on scenario				
5.	Apply applicable human resource policies and procedures in accordance with established policy and procedural criteria				
6.	Make written recommendation for further action appropriate to scenario				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ <b>Evaluator (Print &amp; Sign)</b>	_____ <b>Date</b>	_____ <b>Candidate</b>	_____ <b>Date</b>
_____ <b>Re-Test Evaluator</b>	_____ <b>Date</b>	_____ <b>Re-Test Candidate</b>	_____ <b>Date</b>



## FIRE OFFICER I

### 4.2 HUMAN RESOURCE MANAGEMENT

**Evaluation Sheet: 4.2.6**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.6 NFPA 1021, 2014 Edition	<b>TASK:</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.
---	--

**PERFORMANCE OUTCOME:** The candidate shall be able to plan and set priorities.

**CONDITIONS:** Given an actual or simulated list of projects, tasks, and job requirements of subordinates, the candidate shall demonstrate the ability to:

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a plan for completion of subordinate member(s) assigned projects and/or task based on scenario				
2.	Set priorities for subordinate member(s) assigned projects and tasks based on scenario				
3.	Properly assign subordinate member(s) to specific tasks				
4.	Provide adequate supervision to subordinate member(s) during the completion of their assignments to ensure effective use of personnel and/or resources				
5.	Establish safety measures appropriate to scenario				
6.	Create written plan to accomplish assignment appropriate to scenario provided				

**RETEST  
APPROVED BY:** \_\_\_\_\_

**RETEST  
EVALUATOR:** \_\_\_\_\_

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Evaluator	Date	Re-Test Candidate	Date



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.3 COMMUNITY AND GOVERNMENT RELATIONS**

**Evaluation Sheet: 4.3.1**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.3.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Initiate action on a community need, given policies and procedures, so that the need is addressed.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to demonstrate familiarity with public relations and the ability to communicate verbally.					
<b>CONDITIONS:</b> Given an actual or simulated situation regarding a fire and life safety issue in the community and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the content of a fire and life safety message to address the specific community need/fire and life safety hazard				
2.	Direct the message toward the specific hazard, showing the context of the problem and the desired behavior				
3.	Ensure the message appeals to positive motives				
4.	Develop the message to address the proper audience				
5.	Determine resources needed to communicate the message to the community				
6.	Determine when the target audience will be receptive to a fire and life safety message				
7.	Schedule message delivery (both time and place) for maximum effect and in a timely fashion				
<b>RETEST APPROVED BY:</b> _____			<b>RETEST EVALUATOR:</b> _____		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936**



**FIRE OFFICER I**

**4.3 COMMUNITY AND GOVERNMENT RELATIONS**

**Evaluation Sheet: 4.3.2**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.3.2 NFPA 1021, 2014 Edition		<b>TASK:</b> 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to initiate familiarity with public relations and the ability to communicate verbally.					
<b>CONDITIONS:</b> Given an actual or simulated situation with a citizen expressing concern and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Provide serious and immediate attention to citizen's complaint <i>(professional, friendly, courteous, and so on)</i>				
2.	Communicate concern to citizen(s) verbally and in a courteous and respectful manner				
3.	Properly identify citizen(s) complaint				
4.	a. Initiate action so that the citizen's concern is answered; or				
	b. Refer the citizen's concern to the correct individual				
5.	Assure citizen that proper action will be taken to alleviate concern based on scenario provided				
6.	Address the situation in accordance with all the applicable policies and procedures				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____ <b>Evaluator (Print &amp; Sign)</b>	_____ <b>Date</b>	_____ <b>Candidate</b>	_____ <b>Date</b>
_____ <b>Re-Test Evaluator</b>	_____ <b>Date</b>	_____ <b>Re-Test Candidate</b>	_____ <b>Date</b>



## FIRE OFFICER I

### 4.3 COMMUNITY AND GOVERNMENT RELATIONS

Evaluation Sheet: 4.3.3

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.3.3 NFPA 1021, 2014 Edition	<b>TASK:</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.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to relate interpersonally and respond to a public inquiry.					
<b>CONDITIONS:</b> Given an actual or simulated scenario of public inquiry and policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Respond to public inquiries by answering questions accurately and appropriate to scenario given				
2.	Respond to public inquiries in a courteous and respectful manner				
3.	Properly identify issue according to scenario				
4.	Provide written or oral response to public inquiry in accordance with applicable policies and procedures				
5.	Properly refer individual inquiry, if appropriate				
<b>RETEST APPROVED BY:</b> _____			<b>RETEST EVALUATOR:</b> _____		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Evaluator	Date	Re-Test Candidate	Date



**FIRE OFFICER I**

**4.4 ADMINISTRATION**

Evaluation Sheet: 4.4.1

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.4.1 NFPA 1021, 2014 Edition		<b>TASK:</b> 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to relate interpersonally and implement a new departmental policy at the unit level.					
<b>CONDITIONS:</b> Given an actual or simulated new departmental policy, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Recommend changes to existing department policy				
2.	Implement a new or changed departmental policy				
3.	Communicate the new policy to unit members in a clear, concise, and understandable manner				
4.	Properly communicate policy content and any implications to subordinates				
5.	Explain reason(s) for new policy				
6.	Demonstrate proper completion of forms (if required by scenario)				
7.	Correctly answer unit member(s) questions in accordance with new policy				
8.	Explain accountability measures appropriate to scenario and according to policy				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

Evaluator/Candidate Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Evaluator (Print & Sign)                      Date                      Candidate                      Date

\_\_\_\_\_  
 Re-Test Evaluator                      Date                      Re-Test Candidate                      Date



## FIRE OFFICER I

### 4.4 ADMINISTRATION

Evaluation Sheet: 4.4.2

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.4.2 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing to execute administrative functions.					
<b>CONDITIONS:</b> Given actual or simulated forms and record management systems, the candidate shall demonstrate the ability to:					
<b>No.</b>	<b>TASK STEPS</b>	<b>FIRST TEST</b>	<b>RETEST</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Issue instructions to unit member(s) in a clear, concise, and understandable manner				
2.	Demonstrate to unit member(s) how to complete applicable reports and logs according to policies and procedures and scenario provided				
3.	Verify reports and logs are completed by unit member(s) according to policies, procedures, and scenario				
4.	Determine that applicable files are maintained according to policies, procedures, and scenario				
<b>RETEST APPROVED BY:</b> _____		<b>RETEST EVALUATOR:</b> _____			

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



## FIRE OFFICER I

### 4.4 ADMINISTRATION

Evaluation Sheet: 4.4.3

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.4.3 NFPA 1021, 2014 Edition		<b>TASK:</b> Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to prepare a budget request in the proper format and supported by data.					
<b>CONDITIONS:</b> Given actual or simulated need and budget forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a written budget request				
2.	Prepare the written budget request in a proper format (include specifications, descriptions, catalog numbers, etc.)				
3.	Justify the need for the budget request with supporting data				
4.	Suggest a source of revenue to support request				
5.	Prepare a written budget request that is clear, concise, understandable, and free of spelling/grammatical errors and submit to budget coordinator				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



**FIRE OFFICER I**

**4.4 ADMINISTRATION**

**Evaluation Sheet: 4.4.4**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.4.4 NFPA 1021, 2014 Edition		<b>TASK:</b> Explain the purpose of each management component of the organization, given an organizational chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to explain the purpose of each management component of the organization and clearly identify the purpose and mission of the organization.					
<b>CONDITIONS:</b> Given an actual or simulated organization chart with defined duties and responsibilities, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the structure of an organization				
2.	Identify the functions of management				
3.	Communicate in writing the mission of the organization				
4.	Communicate in writing the defined responsibilities and duties of the organization				
5.	Correct, reinforce, or develop defined management components of an organization by recommending changes to the organizational chart that would improve the efficiency of the organization; justify all changes ( <b>or if no changes, go to #6</b> )				
6.	Create written documentation to reinforce the current organizational structure				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936**



**FIRE OFFICER I**

**4.4 ADMINISTRATION**

**Evaluation Sheet: 4.4.5**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.4.5 NFPA 1021, 2014 Edition		<b>TASK:</b> Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that the incident response reports are timely and accurate.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to explain the needs and benefits of collecting incident response data.					
<b>CONDITIONS:</b> Given actual or simulated goals and mission of the organization, an incident response form, and policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct an incident response report using proper forms				
2.	Complete the incident report according to policies and procedures				
3.	Explain the needs and benefits of collecting the incident response data				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



## FIRE OFFICER I

### 4.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 4.5.1

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.5.1 NFPA 1021, 2014 Edition	<b>TASK:</b> Describe the procedures of the authority having jurisdiction for conducting fire inspections, given any of the (below) following occupancies, so that all hazards, including those involving hazardous materials, are identified, approved forms are completed, and approved action is initiated.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to describe the procedures of the authority having jurisdiction for conducting fire inspections which includes procedures for hazards, including hazardous materials.					
<b>CONDITIONS:</b> Given any of the following occupancies: 1) Public Assembly; 2) Educational; 3) Institutional; 4) Residential; 5) Business; 6) Industrial; 7) Manufacturing; 8) Storage; 9) Mercantile; 10) Special properties; and the policies and forms of the authority having jurisdiction, the candidate shall demonstrate the ability to:					
<b>No.</b>	<b>TASK STEPS</b>	<b>FIRST TEST</b>	<b>RETEST</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Initiate initial contact with courtesy and professionalism				
2.	Obtain cooperation by emphasizing the reasoning behind the inspection				
3.	Exhibit professional appearance and demeanor for the site visit				
4.	Include all elements of the fire inspection according to policy (include site-specific hazards and hazardous materials)				
5.	Produce a completed fire inspection document using the appropriate forms and reports				
6.	Communicate effectively using both verbal and written methods				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Evaluator	Date	Re-Test Candidate	Date



## FIRE OFFICER I

### 4.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 4.5.2

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

Birth Date: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

<b>STANDARD:</b> 4.5.2 NFPA 1021, 2014 Edition	<b>TASK:</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 occupancies listed below is developed.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to 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 so that a pre-incident plan is developed. The candidate shall be able to write reports, communicate verbally, and use evaluative methods.					
<b>CONDITIONS:</b> Given any of the following occupancies: 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 and the policies and forms of the authority having jurisdiction, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Initiate contact with courtesy and professionalism				
2.	Obtain cooperation by emphasizing the reasoning behind the pre-incident plan				
3.	Exhibit professional appearance and demeanor for the site visit				
4.	Include all elements of the pre-incident plan according to policy				
5.	Produce a completed plan using the appropriate forms and reports				
6.	Communicate effectively using both verbal and written methods				
7.	Process completed plans according to policies and procedures				
<b>RETEST APPROVED BY:</b> _____		<b>RETEST EVALUATOR:</b> _____			

Evaluator/Candidate Comments: \_\_\_\_\_

\_\_\_\_\_  
Evaluator (Print & Sign)                      Date                      Candidate                      Date

\_\_\_\_\_  
Re-Test Evaluator                      Date                      Re-Test Candidate                      Date





**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936**



**FIRE OFFICER I**

**4.6 EMERGENCY SERVICE DELIVERY**

**Evaluation Sheet: 4.6.1**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.6.1 NFPA 1021, 2014 Edition		<b>TASK:</b> 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to analyze emergency scene conditions, to allocate resources, and to communicate verbally.					
<b>CONDITIONS:</b> Given actual or simulated size-up information for an incident and assigned emergency response resources, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze emergency scene conditions				
2.	Develop and implement an effective initial action plan				
3.	Communicate size-up and initial actions				
4.	Determine allocation of available resources				
5.	Determine resource deployment				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>





**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.6 EMERGENCY SERVICE DELIVERY**

**Evaluation Sheet: 4.6.3**

**Skill Sheet: A**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.6.3A NFPA 1021, 2014 Edition		<b>TASK:</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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to develop and conduct a post-incident analysis dealing with strategy and tactics so that all required critical elements are identified and communicated regarding application and effectiveness of the operational strategy and tactics. The candidate shall demonstrate the ability to write reports, communicate orally, and to evaluate skills.					
<b>CONDITIONS:</b> Given an actual or simulated single unit incident, clear description of the site before the incident and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies, and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and conduct a post-incident analysis dealing with strategy and tactics				
2.	Gather information on the application and effectiveness of the operational strategy and tactics from the following sources:				
	a. Interview witnesses and participants				
	b. Review media observations (photographs, videos)				
	c. Take owner/occupant statements				
	d. Review communication logs/tapes, pre-incident site plans, inspections, and structural reports				
3.	Review operational procedures				
4.	Remain objective in gathering and recording data				
5.	Identify and communicate critical elements				
6.	Complete and process appropriate forms in accordance with policies and procedures				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936**



**FIRE OFFICER I**

**4.6 EMERGENCY SERVICE DELIVERY**

**Evaluation Sheet: 4.6.3**

**Skill Sheet: B**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.6.3B NFPA 1021, 2014 Edition		<b>TASK:</b> Develop and conduct a post-incident analysis dealing with <b>safety</b> , 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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to develop and conduct a post-incident analysis dealing with safety so that all required critical elements are identified and communicated regarding application and effectiveness of the operational strategy and tactics. The candidate shall demonstrate the ability to write reports, communicate orally, and to evaluate skills.					
<b>CONDITIONS:</b> Given an actual or simulated single unit incident, clear description of the site before the incident, and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and conduct a post-incident analysis dealing with safety				
2.	Gather information on safety-related concerns from the following sources:				
	a. Interview witnesses and participants				
	b. Review reports, incident action and safety plans, standard operating policies and procedures				
	c. Review communication logs and tapes				
	d. Owner/occupant statements				
3.	Remain objective in gathering and recording data				
4.	Note any violations of organization's standard operating procedures				
5.	Identify and communicate critical elements: poorly defined operational procedures, unforeseen situations, training deficiencies				
6.	Evaluate use of PPE, personal accountability system, rehabilitation operations, hazardous conditions, and any other issues pertaining to safety at the incident				
7.	Complete and process appropriate forms in accordance with policies and procedures				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION**  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936



**FIRE OFFICER I**

**4.7 SAFETY**

**Evaluation Sheet: 4.7.1**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.7.1 NFPA 1021, 2014 Edition		<b>TASK:</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.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to apply safety hazards and to communicate verbally and in writing.					
<b>CONDITIONS:</b> Given actual or simulated incident and safety policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify safety hazards				
2.	Conduct appropriate in-service safety training according to policy				
3.	Communicate applicable safety hazards to members				
4.	Correctly communicate member responsibilities toward safety				
5.	Communicate safety hazards in writing by completing required reports according to policy				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

_____	_____	_____	_____
<b>Evaluator (Print &amp; Sign)</b>	<b>Date</b>	<b>Candidate</b>	<b>Date</b>
_____	_____	_____	_____
<b>Re-Test Evaluator</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



**FIRE PROTECTION BUREAU  
ACCREDITATION AND CERTIFICATION  
PO Box 42600  
Olympia WA 98504-2600  
(360) 596-3945 FAX: (360) 596-3936**



**FIRE OFFICER I**

**4.7 SAFETY**

**Evaluation Sheet: 4.7.2**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.7.2 NFPA 1021, 2014Edition		<b>TASK:</b> Conduct an initial accident investigation, given an incident and investigative forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.			
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to conduct interviews.					
<b>CONDITIONS:</b> Given an actual or simulated incident and investigation forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct accident investigation as identified in scenario				
2.	Make appropriate accident notifications according to policy				
3.	Utilize all available resources to document accident conditions				
4.	Interview witnesses to obtain facts				
5.	Identify factors contributing to the accident				
6.	Complete appropriate forms, reports, and statements according to policy				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Evaluator/Candidate Comments:** \_\_\_\_\_

---



---



---

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**



**FIRE OFFICER I**

**4.7 SAFETY**

**Evaluation Sheet: 4.7.3**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>STANDARD:</b> 4.7.3 NFPA 1021, 2014 Edition	<b>TASK:</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.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. The candidate will present this case study to the evaluator. The candidate shall be able to communicate verbally and in writing.					
<b>CONDITIONS:</b> Given current fire service trends and agency policies, the candidate shall demonstrate the ability to:					
<b>No.</b>	<b>TASK STEPS</b>	<b>FIRST TEST</b>	<b>RETEST</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Identify the issues causing death and injuries in the fire service				
2.	Establish fire service safety and wellness initiatives				
3.	Communicate verbally and in writing				
<b>RETEST APPROVED BY:</b> _____			<b>RETEST EVALUATOR:</b> _____		

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**                      **Date**                      **Candidate**                      **Date**

\_\_\_\_\_  
**Re-Test Evaluator**                      **Date**                      **Re-Test Candidate**                      **Date**