

## ***INSTRUCTION SHEET***

### ***FIRE OFFICER II PERFORMANCE SKILLS***

#### **Format**

Each skill contains its own skill sheet and is evaluated independently.

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 II 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 II candidate must receive a passing score for all individual skill sections.

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.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Human Resource Management-Skill Number 5-1**  
Maximizing or Correcting Performance

**PERFORMANCE STANDARD**

**Section 902-5.2.1**

**NFPA 1021- 5.2.1**

**Fire Officer II**

**OBJECTIVE**

Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 1021 5.2.1)

**INSTRUCTIONS - procedures for achieving the objective**

Using the human resources policies and procedures and other information provided, the Fire Officer II candidate shall demonstrate the proper method to initiate actions to maximize member performance and/or to correct unacceptable performance, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

**EXAMINER 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.

Instructors are encouraged to develop their own scenarios for this performance skill. Example scenarios can be found in the Skill 5-1 Sample Activities sheet.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)  
Selected scenario

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Human Resource Management Skill # 5-1</b>				
Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (902-5.2.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Demonstrated knowledge of agency discipline policy				
b) Identified what policy or procedure has been broken				
c) Identified what actions were to be taken to increase team work				
d) Identified deadline for actions to be corrected				
e) Identified supervisor's role in correcting actions, if any				
f) Identified consequences if the infraction reoccurs				
g) Counseled member according to agency policy and related to member interpersonally				
h) Documented disciplinary action in writing according to agency policy				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Skill 5-1 Sample Activities Sheet**

Example scenarios to assign:

1. A fire fighter is with a visitor at the station, while on-duty, at 3 a.m. Is this a violation of company rules? If so, describe actions to take and provide the policy addressing the issue.
2. A firefighter has pulled a personal vehicle into the engine bay to work on it. What are the rules pertaining to performing *personal* activities/work while on-duty? Is this allowable?
3. A firefighter does not show up for work and the firefighter to be relieved needs to leave to go to a part-time job. What is the shift change protocol? What happens to the individual who called in? What happens to the firefighter that was to be relieved?
4. An intoxicated off-duty firefighter becomes disorderly at a local nightclub and flashes a fire department badge, trying to force some authority in the situation. What rules concerning off-duty conduct does the department have? Will the firefighter be reprimanded?

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Human Resource Management-Skill Number 5-2**  
Evaluating the Job Performance of Assigned Members

**PERFORMANCE STANDARD**

**Section 902-5.2.2, 5.2.3**

**NFPA 1021- 5.2.2, 5.2.3**

**Fire Officer II**

**OBJECTIVE**

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (NFPA 1021-5.2.2)

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (NFPA 1021-5.2.3)

**INSTRUCTIONS - procedures for achieving the objective**

Using the policies, procedures and other information provided, the Fire Officer II candidate shall evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

**EXAMINER 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**

Simulated personnel records including both performance data and past goals and objectives

Agency personnel evaluation forms

Policies and procedures document(s)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Human Resource Management Skill # 5-2</b>				
Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. <p style="text-align: right;">(902-5.2.2)</p> Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. <p style="text-align: right;">(902-5.2.3)</p>				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Demonstrated knowledge of agency personnel evaluation policy				
b) Measured employee's past performance against established goals and objectives				
c) Rated performance according to agency established standards				
d) Conducted employee evaluation according to agency policy				
e) Developed a professional development guide for employee's future goals and objectives				
f) Recommended job shadowing				
g) Documented evaluation in writing according to agency policy				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Community and Government Relations-Skill Number 5-3**  
Benefits of Cooperating with Allied Organizations

**PERFORMANCE STANDARD**

**Section 902-5.3.1**

**NFPA 1021- 5.3.1**

**Fire Officer II**

**OBJECTIVE**

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (NFPA 1021 5.3.1)

**INSTRUCTIONS - procedures for achieving the objective**

Given a specific problem or issue in the community, the Fire Officer II candidate shall write a report that explains the benefits to the organization of cooperating with allied organizations. The Fire Officer II candidate shall use provided agency mission and goals as a guide for the report.

**EXAMINER NOTE**

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

**PREPARATION & EQUIPMENT**

Agency mission and goals document(s)

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Community and Government Relations Skill # 5-3</b>				
Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.  (902-5.3.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
Wrote a report using standardized formatting that:				
1) Described the importance of the benefits to the organization of cooperating with allied organizations				
2) Described how they can assist in agency mission and goals				
3) Described the value of establishing external agency relationships.				
4) Showed the ability to develop interpersonal relationships and to communicate orally and in writing.				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score
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Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Administration-Skill Number 5-4**  
Developing a Policy or Procedure

**PERFORMANCE STANDARD**

**Section 902-5.4.1**

**NFPA 1021- 5.4.1**

**Fire Officer II**

**OBJECTIVE**

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (NFPA 1021 5.4.1)

**INSTRUCTIONS - procedures for achieving the objective**

Given a department need, the Fire Officer II candidate shall develop a policy or procedure. The Fire Officer II candidate shall provide a cover memorandum that identifies the problem and proposes a solution, along with the proposed policy or procedure.

**EXAMINER 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.

This skill requires the Fire Officer II candidate to produce two documents: a proposed policy and a memorandum justifying the new policy.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration Skill # 5-4</b>				
Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (902-5.4.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Identified and documented the policy or procedure problem(s)				
b) Documented proposed solution(s)				
c) Identified how proposed solution solves the policy or procedure problem(s)				
d) Identified benefit to internal or external customers				
e) Identified other policies affected by proposed change				
f) Identified cost to implement (time, personnel, money, training, equipment, etc.)				
g) Wrote policy or procedure, and cover memorandum so that documents were grammatically correct and properly formatted				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Administration-Skill Number 5-5**  
Developing a Project or Divisional Budget

**PERFORMANCE STANDARD**

**Section 902-5.4.2**

**NFPA 1021- 5.4.2**

**Fire Officer II**

**OBJECTIVE**

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (NFPA 1021 5.4.2)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer II candidate shall prepare a budget in the proper format accompanied by supporting data for a department project. The Fire Officer II candidate shall use department records, policies, procedures or guidelines to develop the project budget.

**EXAMINER 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**

Pen/pencil, computer if applicable  
Budget forms and potential revenue sources  
Budget policies and procedures  
Reference data to be gathered by candidate

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration Skill # 5-5</b>				
Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.  (902-5.4.2)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Developed a written budget proposal				
b) Allocated and accounted for all capital, operating, and personnel costs				
c) Used the correct type of budget for the project				
d) Justified the budget, cost vs. benefit				
e) Utilized clear and concise written communication				
f) Followed the department's policies, procedures or guidelines				
g) Verbally presented budget proposal to the appropriate person				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Administration-Skill Number 5-6**  
Describing the Process of Purchasing

**PERFORMANCE STANDARD**

**Section 902-5.4.3**

**NFPA 1021- 5.4.3**

**Fire Officer II**

**OBJECTIVE**

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (NFPA 1021 5.4.3)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer II candidate shall describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. The Fire Officer II candidate shall ensure competitive bidding is used and shall document the entire process.

**EXAMINER 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**

Pen/pencil, computer if applicable  
Purchasing forms and purchasing policies and procedures  
Reference data to be gathered by the candidate

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration 5-6</b>				
Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (902-5.4.3)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Gathered all applicable information before beginning				
b) Described the process of soliciting for bids				
c) Described the process of evaluating and awarding bids				
d) Described the process of purchasing, both verbally and in writing				
e) Described the process of competitive bidding				
f) Utilized clear and concise verbal and written communication				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Administration-Skill Number 5-7**  
Preparing a News Release

**PERFORMANCE STANDARD**

**Section 902-5.4.4**

**NFPA 1021 - 5.4.4**

**Fire Officer II**

**OBJECTIVE**

Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly (NFPA 1021 5.4.4)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer II candidate shall serve as the department's public information officer for today. The Fire Officer II candidate shall prepare a press release and deliver it verbally, given an event or topic, so that the information is appropriate, accurate, and formatted correctly.

**EXAMINER 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.

For this skill, Instructors should develop multiple newsworthy scenarios on which to base the news release. It is also recommended, but not required, that the news release be videotaped and then reviewed by the candidate.

**PREPARATION & EQUIPMENT**

Newsworthy scenario to base news release on  
Policies and procedures document(s)  
Departmental forms

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration Skill # 5-7</b>				
Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.  (902-5.4.4)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Demonstrated knowledge of agency public information policy				
b) Prepared press release according to agency guidelines				
c) Included who, what, where, when and why in the first paragraph				
d) Did not disclose confidential information				
e) Delivered press release verbally				
f) Presentation was clear, concise, and free of technical or esoteric terminology				
g) Used proper grammar and voice accentuation				
h) Represented agency in a positive manner				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Administration-Skill Number 5-8**  
Preparing a Concise Report for Transmittal to a Supervisor  
and Recommend the Needed Change

**PERFORMANCE STANDARD**

**Section 902-5.4.5, 5.4.6**

**NFPA 1021 - 5.4.5, 5.4.6**

**Fire Officer II**

**OBJECTIVE**

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.  
(NFPA 1021 5.4.5)

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.  
(NFPA 1021 5.4.6)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer II candidate shall review and evaluate agency performance measure data. The Fire Officer II candidate shall interpret the data and make a recommendation for improvement or implementation. The Fire Officer II candidate shall develop a plan to accomplish change in the organization.

**EXAMINER NOTE:**

The Fire Officer candidate should complete this skill by writing a report to meet the objective.

**PREPARATION & EQUIPMENT**

Fire department records  
Specific request for details



**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration 5-8</b>				
Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. (902-5.4.5)				
Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner. (902- 5.4.6)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Obtained applicable performance measure data				
b) Reviewed and evaluated data				
c) Identified possible trends				
d) Conducted trend analysis and identified causal factors				
e) Identified strengths and weaknesses in the data				
f) Determined if further data was required				
g) Made improvement/implementation recommendations in writing				
h) Developed a plan to accomplish the change in the organization based on recommendations				
i) Developed a plan so that the change is implemented in a positive manner				
j) Showed the ability to clearly communicate orally and in writing				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

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

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

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

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Inspection and Investigation-Skill Number 5-9**  
Origin and Cause of a Fire

**PERFORMANCE STANDARD**

**Section 902-5.5.1**

**NFPA 1021- 5.5.1**

**Fire Officer II**

**OBJECTIVE**

Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected. (NFPA 1021 5.5.1)

**INSTRUCTIONS - procedures for achieving the objective**

Given a fire scene, photographs, diagrams, pertinent data, and/or sketches, the Fire Officer II candidate shall determine the point of origin and preliminary cause of the fire, and determine if arson is suspected. The Fire Officer II candidate shall document your findings and explain them verbally.

**EXAMINER NOTE**

You are encouraged to develop scenarios for this exercise using one or more of the following: a fire scene, photographs, diagrams, pertinent data, and sketches. NFIRS report may be used to document the findings.

**PREPARATION & EQUIPMENT**

Scenario and materials that will allow the completion of all grading elements

Policies and procedures

Report form

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Inspection and Investigation Skill # 5-9</b>				
Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.  (902-5.5.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Used deductive reasoning to:				
1) Determine the point of origin				
2) Determine a preliminary cause of fire				
3) Determine if arson is suspected				
b) Documented findings				
c) Verbally explained findings to Fire Marshal/Investigator				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Emergency Service Delivery-Skill Number 5-10**  
Emergency Operational Plans for Multi-Unit Operations

**PERFORMANCE STANDARD**

**Section 902-5.6.1**

**NFPA 1021- 5.6.1**

**Fire Officer II**

**OBJECTIVE**

Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (NFPA 1021 5.6.1)

**INSTRUCTIONS - procedures for achieving the objective**

Using the policies and procedures provided, the Fire Officer II candidate shall produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources, their assignments, and safety considerations for successful control of the incident are identified based on the assigned position within the incident management system.

**EXAMINER NOTE**

This skill can be performed using a variety of methods, including field exercises, computer simulations, written assignments, or tabletop exercises. The final presentation of the appropriate operational plan should be done verbally to the examiner. This does not prohibit the use of written reports (e.g. site safety plan) to organize the presentation.

The Examiner will assign the candidate one of the IMS command staff or unit supervision positions. Multiple candidates may be evaluated during one scenario with each candidate filling a different IMS position.

Examples of IMS positions and their appropriate report type:

1. Safety Officer: Site Safety Plan
2. Planning Section Chief: Incident Action Plan
3. Operations Section Chief: Operational Plan
4. Sector Officer: Personnel Accountability

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.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**PREPARATION & EQUIPMENT**

Policies and procedures

Equipment and materials that will allow the completion of all grading elements

Current edition of NFPA 1600

AHJ-approved safety procedures

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Emergency Service Delivery Skill # 5-10</b>				
Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (902-5.6.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Fulfilled duties and responsibilities according to his or her assigned position in the incident management system				
b) Supervised and accounted for assigned personnel				
c) Identified the required resources				
d) Identified resource assignments				
e) Identified safety considerations for successful incident control				
f) Produced and verbally presented an appropriate operational plan				
g) Followed standard operating procedures				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

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

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass  Fail

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

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass  Fail

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Emergency Service Delivery-Skill Number 5-11**  
Developing and Conducting a Post-Incident Analysis

**PERFORMANCE STANDARD**

**Section 902-5.6.2**

**NFPA 1021- 5.6.2**

**Fire Officer II**

**OBJECTIVE**

Develop and conduct a post-incident analysis, given multi-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. (NFPA 1021 5.6.2)

**INSTRUCTIONS - procedures for achieving the objective**

The Examiner will provide the Fire Officer II candidate with a scenario and forms dealing with an emergency. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, to develop a multi-unit incident post-incident analysis. All key components of the post-incident analysis must be appropriately addressed. The Fire Officer II 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 NOTE**

The intent is to evaluate the Fire Officer II Candidate's ability to successfully analyze multi-unit incidents and evaluate them in order to improve future emergency response activities. Scenarios or run reports used by the candidate to develop his or her 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, and forms, 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

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Emergency Service Delivery Skill # 5-11</b>				
Develop and conduct a post-incident analysis, given multi-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. (902-5.6.2)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Developed a written post-incident analysis that addressed:				
1) Basic building construction				
2) Basic fire protection systems and features				
3) Basic water supply				
4) Basic fuel loading				
5) Fire growth and development				
6) Departmental procedures relating to:				
i. Dispatch response				
ii. Tactics and operations				
iii. Customer service				
b) Evaluated overall skill performance of the units during the incident				
c) Verbally communicated the above key points to the examiner				
d) The approved forms are completed and processed.				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

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

_____	_____	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"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Emergency Service Delivery-Skill Number 5-12**  
Analyzing Service Demand Needs

**PERFORMANCE STANDARD**

**Section 902-5.6.3**

**NFPA 1021- 5.6.3**

**Fire Officer II**

**OBJECTIVE**

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (NFPA 1021 5.6.3)

**INSTRUCTIONS - procedures for achieving the objective**

The Examiner will provide the Fire Officer II candidate with incident reporting data from a jurisdiction. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, so that the major causes for service demands are identified for various planning areas within the service area of the organization. The Fire Officer II candidate shall first develop a written report and then he or she will present the findings to the examiner in a verbal report.

**EXAMINER NOTE**

The intent is to evaluate the Fire Officer II candidate's ability to successfully analyze the major causes for service demands in order to improve future emergency response activities. Scenarios or run reports used by the candidate to develop his or her 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, and forms, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Actual or generic department or agency policies & procedures  
Scenarios – "incident reporting data from any jurisdiction"  
Writing equipment

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Emergency Service Delivery Skill # 5-12</b>				
Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (902-5.6.3)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Prepared another written report, given incident reporting data from the jurisdiction				
b) Analyzed the major causes for service demands for various planning areas within the service area of the organization				
c) Showed the ability to write clearly				
d) Showed the ability to interpret response data correctly				
e) Showed the ability to identify the reasons for service demands.				
f) Communicated verbally, the key points to the examiner				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
Performance Standards

**Health and Safety-Skill Number 5-13**  
Analyzing a Member's Accident, Injury,  
Or Health Exposure History

**PERFORMANCE STANDARD**

**Section 902-5.7.1**

**NFPA 1021- 5.7.1**

**Fire Officer II**

**OBJECTIVE**

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (NFPA 1021 5.7.1)

**INSTRUCTIONS - procedures for achieving the objective**

The Fire Officer II candidate shall examine a case study of a member's accident, injury, or health exposure and prepare a written report for a supervisor. The report shall identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.

**EXAMINER NOTE**

The intent of the skill is for the candidate to demonstrate the ability to analyze data, draw conclusions and make recommendations based on the information provided.

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**

Case Study as described above  
Pen/pencil and paper  
Health and safety policies and procedures  
Injury/Illness reports  
Computer, if applicable



**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer II**  
 Performance Standards

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

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

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

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Health and Safety Skill # 5-13</b>				
Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.  (902-5.7.1)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Created a written report of illness, injury, health exposure, or death report				
b) Included all contributing factors in the report based on the case study				
c) Identified unsafe work environment and/or behavior				
d) Documented actions taken in response to illness, injury, exposure, or death report				
e) Provided recommendations to prevent reoccurrence				
f) Presented a clear and concise written report				

**Examiner/Candidate Comments:**

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