



# COMPANY FIRE OFFICER

## RECERTIFICATION TASK BOOK

APRIL 1, 2023



# Company Fire Officer



## INTRODUCTION

This task book is the evaluation tool used to validate the member's proficiency in the skills required to complete the Company Fire Officer recertification program. The National Fire Protection Agency (NFPA) 1021: *Standard for Fire Officer Professional Qualifications* (2020 Edition) has specified Job Performance Requirements (JPRs) required by individuals to comply with Chapter 4. JPRs provide an individual completing a task with the necessary data to determine when the task is finished and indicate how well the individual performed.

## INITIAL STATE CERTIFICATION PREREQUISITES

All rules relating to the Company Fire Officer certification can be found in the Joint Committee on Administrative Rules (JCAR) Section 141.309.

1. Current certification as an Advanced Technician Firefighter.
2. Current certification as Fire Service Instructor I.
3. Successful completion of a Company Fire Officer course, Phase 1 (40 hours) and Phase 2 (80 hours).
4. Passage of the State Written Examination.
5. Completion of the Phase 3 Task Book within 3 years of passing the written exam.
6. Documentation of a minimum of 4 cumulative years of fire service experience.

## RECERTIFICATION PROCESS

Each JPR must be completed at least one time to successfully recertify at this level. Members are encouraged to track additional completions as a way of tracking additional training in this area.

The complete recertification process can be found in JCAR Section 141.390 Recertifications.

## REFERENCE LIST

Below is the list of the approved reference material.

- Fire and Emergency Services Company Officer, 6<sup>th</sup> Edition. IFSTA.
- Fire Officer: Principles and Practice, 4<sup>th</sup> Edition. Jones & Bartlett Learning.



# Company Fire Officer



TRAINING EVALUATED BY THE INSURANCE SERVICE OFFICE (ISO)		
SECTION	Certification of each current officer with responsibilities in fire suppression in accordance with the general criteria of NFPA 1021.	
580(C)(1)		
Step	Skill	Complete
1	OSFM Company Fire Officer Certification	<input type="checkbox"/>
2	OSFM Advanced Fire Officer Certification	<input type="checkbox"/>
3	OSFM Chief Fire Officer Certification	<input type="checkbox"/>
Comments:		

TRAINING EVALUATED BY THE INSURANCE SERVICE OFFICE (ISO)		
SECTION	Continuing education for officer training on- or off-site, 12 hours per year for all officers in accordance with the general criteria of NFPA 1021, NFPA 1521, and NFPA 1561.	
580(C)(2)		
Step	Skill	Complete
1	Year 1	<input type="checkbox"/>
2	Year 2	<input type="checkbox"/>
3	Year 3	<input type="checkbox"/>
4	Year 4	<input type="checkbox"/>
Comments:		



# Company Fire Officer



<b>Name</b>	
	First, Middle, Last
<b>Address</b>	
	Street, City, State, Zip
<b>Phone</b>	
<b>Email Address</b>	
<b>Driver's License #</b>	
<b>Department Affiliation</b>	
<p>By my signature as employing Fire Chief, I attest and affirm this individual is an employee of my fire department meeting specifications in 50 Illinois Compiled Statutes (ILCS) 740/2, Illinois Fire Protection Training Act. I attest that this applicant has exhibited experience, and documentation exists supporting the appropriate Illinois Administrative Code. All recertification requirements for this individual have been met, applicable practical skill evolutions have been successfully accomplished, and training records exist substantiating this documentation and are available for review by the Division of Personnel Standards and Education.</p>	
<b>Fire Chief</b>	

<b>Initial Certification Date</b>	
<b>Task Book Started</b>	
<b>Task Book Completed</b>	
<b>Recertification Date</b>	



# Company Fire Officer



## PROFICIENCY LOG SHEET

4.2	Human Resource Management				Officer Initials
4.2.1	Date		Comments		
4.2.2	Date		Comments		
4.2.3	Date		Comments		
4.2.4	Date		Comments		
4.2.5	Date		Comments		
4.2.6	Date		Comments		

4.3	Community & Government Relations				Officer Initials
4.3.1	Date		Comments		
4.3.2	Date		Comments		
4.3.3	Date		Comments		

4.4	Administration				Officer Initials
4.4.1	Date		Comments		
4.4.2	Date		Comments		
4.4.3	Date		Comments		
4.4.4	Date		Comments		
4.4.5	Date		Comments		

4.5	Inspection & Investigation				Officer Initials
4.5.1	Date		Comments		
4.5.2	Date		Comments		
4.5.3	Date		Comments		



# Company Fire Officer



## PROFICIENCY LOG SHEET

<b>4.6</b>	<b>Emergency Service Delivery</b>			<b>Officer Initials</b>
<b>4.6.1</b>	<b>Date</b>		<b>Comments</b>	
<b>4.6.2</b>	<b>Date</b>		<b>Comments</b>	
<b>4.6.3</b>	<b>Date</b>		<b>Comments</b>	

<b>4.7</b>	<b>Health &amp; Safety</b>			<b>Officer Initials</b>
<b>4.7.1</b>	<b>Date</b>		<b>Comments</b>	
<b>4.7.2</b>	<b>Date</b>		<b>Comments</b>	
<b>4.7.3</b>	<b>Date</b>		<b>Comments</b>	

Fire Chief/Training Officer Signature	Date	Applicant Signature	Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.2.1    **TASK:** Assign tasks or responsibilities to unit members.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall assign tasks or responsibilities to unit members, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given an assignment at an emergency incident.

Step	Skill	Experience	Training
1	Instructions are complete, clear, and concise.	<input type="checkbox"/>	<input type="checkbox"/>
2	Safety considerations are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
3	The desired outcomes are conveyed.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.2.2		<b>TASK:</b> Assign tasks or responsibilities to unit members.	
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall assign tasks or responsibilities to unit members, the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given an assignment under nonemergency conditions at a station or other work location.			
Step	Skill	Experience	Training
1	Instructions are complete, clear, and concise.	<input type="checkbox"/>	<input type="checkbox"/>
2	Safety considerations are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
3	The desired outcomes are conveyed.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to issue instructions for frequently assigned unit tasks based on department policy.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.2.3    **TASK:** Direct unit members during a training evolution.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall direct unit members during a training evolution, so that the evolution is performed in accordance with safety plans, efficiency, and as directed.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given a company training evolution and training policies and procedures.

Step	Skill	Experience	Training
1	The evolution is performed in accordance with safety plans.	<input type="checkbox"/>	<input type="checkbox"/>
2	The evolution is performed efficiency.	<input type="checkbox"/>	<input type="checkbox"/>
3	The evolution is performed as directed.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to distribute issue-guided directions to unit members during training evolutions.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.2.4    **TASK:** Recommend action for member-related problems.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall recommend action for member-related problems, so that the situation is identified, and the actions taken are within the established policies and procedures.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given a member with a situation requiring assistance and the member assistance policies and procedures.

Step	Skill	Experience	Training
1	The situation is identified.	<input type="checkbox"/>	<input type="checkbox"/>
2	The actions taken are within the established policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to recommend a course of action for a member in need of assistance.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number

Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.2.5		<b>TASK:</b> Apply human resource policies and procedures.	
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall apply human resource policies and procedures, so that policies and procedures are followed.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given an administrative situation requiring action.			
Step	Skill	Experience	Training
1	Policies and procedures are followed.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to communicate and relate interpersonally.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.2.6    **TASK:** Coordinate the completion of assigned tasks and projects by members.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall coordinate the completion of assigned tasks and projects by members, 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.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given a list of projects and tasks and the job requirements of subordinates.

Step	Skill	Experience	Training
1	The assignments are prioritized.	<input type="checkbox"/>	<input type="checkbox"/>
2	A plan for the completion of each assignment is developed.	<input type="checkbox"/>	<input type="checkbox"/>
3	Members are assigned to specific tasks.	<input type="checkbox"/>	<input type="checkbox"/>
4	Members are supervised.	<input type="checkbox"/>	<input type="checkbox"/>
5	Members are held accountable for the completion of the assignments.	<input type="checkbox"/>	<input type="checkbox"/>
6	The officer demonstrates the ability to plan.	<input type="checkbox"/>	<input type="checkbox"/>
7	The officer demonstrates the ability to set priorities.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.3.1	<b>TASK:</b> Implement a community risk reduction (CRR) plan at the unit level.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall implement a community risk reduction (CRR) plan at the unit level, so that a community need is addressed.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given an AHJ CRR plan, and policies and procedures.			
Step	Skill	Experience	Training
1	The community need is addressed.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates familiarity with public relations.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.3.2     **TASK:** Initiate action to a citizen’s concern.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall initiate action to a citizen’s concern, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given policies and procedures.

Step	Skill	Experience	Training
1	The concern is answered or referred to the correct individual for action.	<input type="checkbox"/>	<input type="checkbox"/>
2	All policies and procedures are complied with.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates familiarity with public relations.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.3.3	<b>TASK:</b> Respond to a public inquiry.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall respond to a public inquiry, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given policies and procedures.			
Step	Skill	Experience	Training
1	The inquiry is answered accurately.	<input type="checkbox"/>	<input type="checkbox"/>
2	The inquiry is answered courteously.	<input type="checkbox"/>	<input type="checkbox"/>
3	The inquiry is answered in accordance with applicable policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to relate interpersonally.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to respond to public inquiries.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.4.1	<b>TASK:</b> Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, so that the policy is communicated to and understood by unit members.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given a new departmental policy.			
Step	Skill	Experience	Training
1	The policy is communicated to and understood by unit members.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to relate interpersonally.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate change in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.4.2    **TASK:** Execute routine unit-level administrative functions.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall execute routine unit-level administrative functions, so that the reports and logs are complete, and files are maintained in accordance with policies and procedures.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given forms and record-management systems.

Step	Skill	Experience	Training
1	Reports and logs are complete.	<input type="checkbox"/>	<input type="checkbox"/>
2	Files are maintained in accordance with policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.4.3	<b>TASK:</b> Prepare a budget request.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall prepare a budget request, so that the request is in the proper format and is supported with data.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given a unit level need.			
Step	Skill	Experience	Training
1	The request is in the proper format.	<input type="checkbox"/>	<input type="checkbox"/>
2	The request is supported with data.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.4.4    **TASK:** Explain the purpose of each management component of the organization.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall explain the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given an organizational chart.

Step	Skill	Experience	Training
1	The explanation is current and accurate.	<input type="checkbox"/>	<input type="checkbox"/>
2	The explanation clearly identifies the purpose and mission of the organization.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate verbally in a clear and concise manner.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.4.5     **TASK:** Explain the needs and benefits of collecting incident response data.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall explain the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given the goals and mission of the organization.

Step	Skill	Experience	Training
1	Incident response reports are timely and accurate.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.5.1    **TASK:** Describe the procedures of the AHJ for conducting fire inspections.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall describe the procedures of the AHJ for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** 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

Step	Skill	Experience	Training
1	All hazards, including hazardous materials, are identified.	<input type="checkbox"/>	<input type="checkbox"/>
2	Approved forms are completed.	<input type="checkbox"/>	<input type="checkbox"/>
3	Approved action is initiated.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to apply the appropriate codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number

Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.5.2	<b>TASK:</b> Identify construction, alarm detection, and suppression features.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall 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 for any of the following occupancies is developed.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given an occupancy, and the policies and forms of the AHJ.			
<ul style="list-style-type: none"> <li>(1) Assembly</li> <li>(2) Educational</li> <li>(3) Institutional</li> <li>(4) Residential</li> <li>(5) Business</li> <li>(6) Industrial</li> <li>(7) Manufacturing</li> <li>(8) Storage</li> <li>(9) Mercantile</li> <li>(10) Special properties</li> <li>(11) Mixed occupancies</li> </ul>			
Step	Skill	Experience	Training
1	A pre-incident plan for any of the following occupancies is developed.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to use evaluative methods.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature
Date
Applicant Signature
Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.5.3	<b>TASK:</b> Direct unit level personnel to secure an incident scene.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall direct unit level personnel to secure an incident scene, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given rope or barrier tape.			
Step	Skill	Experience	Training
1	Unauthorized persons can recognize the perimeters of the scene.	<input type="checkbox"/>	<input type="checkbox"/>
2	Unauthorized persons are kept from restricted areas.	<input type="checkbox"/>	<input type="checkbox"/>
3	All evidence or potential evidence is protected from damage or destruction.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to issue instruction for securing an incident scene.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.6.1		<b>TASK:</b> Develop an initial action plan.	
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall develop an initial action plan, so that resources are deployed to control the emergency.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given size-up information for an incident and assigned emergency response resources.			
Step	Skill	Experience	Training
1	Resources are deployed to control the emergency.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to analyze emergency scene conditions.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to activate the local emergency plan, including localized evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to allocate resources.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.6.2		<b>TASK:</b> Implement an action plan at an emergency operation.	
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall implement an action plan at an emergency operation, so that resources are deployed to mitigate the situation.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given assigned resources, type of incident, and a preliminary plan.			
Step	Skill	Experience	Training
1	Resources are deployed to mitigate the situation.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to implement an incident management system.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to manage scene safety.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to supervise and account for assigned personnel under emergency conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature                      Date                      Applicant Signature                      Date



# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.6.3    **TASK:** Develop and conduct a post-incident analysis.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall develop and conduct a post-incident analysis, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given a single unit incident and post-incident analysis policies, procedures, and forms.

Step	Skill	Experience	Training
1	All required critical elements are identified and communicated.	<input type="checkbox"/>	<input type="checkbox"/>
2	Approved forms are completed and processed in accordance with policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to write reports.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to evaluate skills.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer

JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.7.1		<b>TASK:</b> Apply safety regulations at the unit level.	
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall apply safety regulations at the unit level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given safety policies, procedures, and standards.			
Step	Skill	Experience	Training
1	Required reports are completed.	<input type="checkbox"/>	<input type="checkbox"/>
2	In-service training is conducted.	<input type="checkbox"/>	<input type="checkbox"/>
3	Member responsibilities are conveyed.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to identify safety hazards and exposures.	<input type="checkbox"/>	<input type="checkbox"/>
5	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
6	The officer demonstrates the ability to complete documentation necessary for exposure reporting and tracking.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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# Company Fire Officer



## JOB PERFORMANCE REQUIREMENT

**STANDARD:** 4.7.2    **TASK:** Conduct an initial accident investigation.

**PERFORMANCE OUTCOME:** The Company Fire Officer shall conduct an initial accident investigation, so that the incident is documented, and reports are processed in accordance with policies and procedures of the AHJ.

**CONDITIONS:** The applicant will complete all elements.

**EQUIPMENT REQUIRED:** Given an incident and investigation process.

Step	Skill	Experience	Training
1	The incident is documented.	<input type="checkbox"/>	<input type="checkbox"/>
2	Reports are processed in accordance with policies and procedures of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>
3	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
4	The officer demonstrates the ability to conduct interviews.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature

Date

Applicant Signature

Date



# Company Fire Officer

JOB PERFORMANCE REQUIREMENT			
<b>STANDARD:</b> 4.7.3	<b>TASK:</b> Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.		
<b>PERFORMANCE OUTCOME:</b> The Company Fire Officer shall explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so that the need to participate in wellness and fitness programs is explained to members.			
<b>CONDITIONS:</b> The applicant will complete all elements.			
<b>EQUIPMENT REQUIRED:</b> Given current fire service trends and agency policies.			
Step	Skill	Experience	Training
1	The need to participate in wellness and fitness programs is explained to members.	<input type="checkbox"/>	<input type="checkbox"/>
2	The officer demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NFIRS or CAD Report Number	
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Instructor/Company Fire Officer Signature	Date	Applicant Signature	Date
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