



# Fire Officer I

## Skills Evaluation Sheets 2020 Edition

STATE OF CONNECTICUT  
COMMISSION ON FIRE PREVENTION AND CONTROL  
860-627-6363  
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**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Officer I**



<b>Skill Sheet #: FO1-1    Primary Task: Planning, Assigning, Coordinating – Emergency Operations</b>			
Objective(s) :	4.2.1, 4.2.1(A)(B), 4.2.6, 4.2.6(A)(B)	NFPA Standard:	1021
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1.	Determines tasks/objectives to be accomplished		
2.	* Determines priority of actions required		
3.	Prepares a plan for implementation of activities		
4.	Assigns responsibilities to subordinates using clear, concise instructions		
5.	Coordinates efforts of subordinates in multi-task objectives		
6.	Evaluates/reviews results		
7.	Considers safety aspects as required		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: FO1-2 Primary Task: Planning, Assigning, Coordinating – Non-Emergency Operations</b>			
Objective(s) : 4.2.2, 4.2.2(A)(B), 4.2.6, 4.2.6(A)(B)		NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Determines tasks/objectives to be accomplished			
2. *Determines priority of actions required			
3. Prepares a plan for implementation of activities			
4. Assigns responsibilities to subordinates using clear, concise instructions			
5. Coordinates efforts of subordinates in multi-task objectives			
6. Evaluates/reviews results			
7. Considers safety aspects as required			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>6</b>

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<b>Skill Sheet #:</b> FO1-3	<b>Primary Task:</b> Direct Unit Training		
<b>Objective(s) :</b> 4.2.3, 4.2.3(A)(B)	<b>NFPA Standard:</b> 1021	<b>Candidate #</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. * Identifies fire company training policies and procedures for safe training evolutions			
2. Reviews proposed training evolution to confirm compliance with safety plan			
3. Identifies and assigns roles and responsibilities for performing training evolution			
4. *Communicates clear directions to participating members during training evolution			
5. Provides coaching and/or performance-related feedback to facilitate learning			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b> FO1-4	<b>Primary Task:</b> Recommend Action – Personnel Issue										
Objective(s) : 4.2.4, 4.2.4(A)(B), 4.2.5, 4.2.5(A)(B)	NFPA Standard: 1021										
Candidate #											
<b>Performance Evaluation Sheet</b>											
<b>Tasks:</b>											
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">1st</th> <th style="width: 50%;">2nd</th> </tr> </thead> <tbody> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> </tbody> </table>	1st	2nd								
1st	2nd										
1. Identifies department policies and procedures for dealing with member-related issue(s) and/or problem(s)											
2. Describes indicators of member-related issues(s) and/or problem(s)											
3. Researches and/or identifies appropriate resources for member assistance											
4. *Recommends action(s), referral(s) in accordance with department policies and procedures											
* Critical Step      Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>										
Total number steps candidate must complete to pass											
<b>3</b>											

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**Fire Officer I**



<b>Skill Sheet #:</b> FO1-5	<b>Primary Task:</b> Apply Human Resource Policy	
Objective(s) : 4.2.4, 4.2.4(A)(B), 4.2.5, 4.2.5(A)(B), 4.4.1, 4.4.1(A)(B)	NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1st</b>	<b>2nd</b>
1. Identifies department policies and procedures for dealing with human resources issues		
2. Describes human resources issues which may require intervention at the company officer level		
3. Initiates action in accordance with department policies and procedures		
4. * Documents actions in accordance with department policies and procedures		
* Critical Step      Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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**Fire Officer I**



<b>Skill Sheet #:</b> Fo1-6	<b>Primary Task:</b> Coordinate Projects, Tasks		
Objective(s) : 4.2.5, 4.2.5(A)(B), 4.2.6, 4.2.6(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies member roles and job responsibilities			
2. Develops a plan for assigning and completing projects/tasks			
3. * Prioritizes projects/tasks; assigns specific duties			
4. Describes selected method to hold members accountable for task completion			
5. Identifies procedures for addressing consequences of non-compliance			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	
Total number steps candidate must complete to pass			<b>4</b>

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<b>Skill Sheet #: FO1-7 Primary Task: Initiate Action: Community Need</b>			
Objective(s) : 4.3.1, 4.3.1(A)(B)		NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies community need; confirms specifics and validity			
2. Describes departmental policies concerning community relations outreach			
3. Maintains courteous and professional demeanor			
4. Researches feasible solutions to address need			
5. * Recommends proposed actions, documenting communication in accordance with departmental policies and procedures			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: FO1-8    Primary Task:    Response to Citizen Concern</b>		
Objective(s) : 4.3.2,4.3.2(A)(B)	NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1st</b>	<b>2nd</b>
1. Identifies and validates concern		
2. Describes departmental policies and procedures for handling public inquiries		
3. Maintains courteous and professional demeanor		
4. * Responds to the concern promptly with correct information or makes appropriate referral in accordance with department policies and procedures		
5. Completes appropriate departmental documentation		
* Critical Step    Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: FO1-9 Primary Task: Response to Public Inquiry</b>			
Objective(s) : 4.3.3,4.3.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies and validates inquiry			
2. Describes departmental policies and procedures for handling public inquiries			
3. Maintains courteous and professional demeanor			
4. * Responds to the inquiry promptly with correct information or makes appropriate referral in accordance with department policies and procedures			
5. Completes appropriate departmental documentation			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #: FO1-10</b>	<b>Primary Task: Implement a New Department Policy</b>	
Objective(s) : 4.4.1, 4.4.1(A)(B)	NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1st</b>	<b>2nd</b>
1. States objective clearly		
2. * Interprets policy objective		
3. Reviews policy to determine need for any revisions, clarification		
4. Schedules formal presentation of policy for all members		
5. * Explains policy accurately and appropriately, with assurance received that members understand intent and content		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>
		Total number steps candidate must complete to pass
		<b>4</b>

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<b>Skill Sheet #:</b> FO1-11	<b>Primary Task:</b> Execute Administrative Functions		
Objective(s) : 4.4.2, 4.4.2(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Describes department policies and procedures for report completion and forms management			
2. * Identifies criteria for acceptable reports, logs and file management functions			
3. Drafts acceptable report/log/form (or reviews existing written report/log/form for acceptability) in accordance with department policies and procedures			
4. Describes department's record management system and its operation			
5. Completes (or describes steps to complete) an electronic report/log/form in accordance with department policies and procedures			
6. * Demonstrates the ability to discern and differentiate among reports for completeness			
7. Demonstrates or describes the steps necessary for proper forms and record management in accordance with department policies and procedures			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: FO1-12</b>	<b>Primary Task: Prepare a Budget Request</b>		
Objective(s) : 4.4.3, 4.4.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies need			
2. Describes departmental budgeting policies and procedures			
3. *Provides sufficient data for purchase request/budget submittal			
4. Demonstrates ability to complete required written (or electronic) forms and reports required for a budget request			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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<b>Skill Sheet #: FO1-13 Primary Task: Fire Department Organization</b>			
Objective(s) : 4.4.4, 4.4.4(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Diagrams the organizational chart of his/her department			
2. * Describes the chain of command and job responsibilities within the department			
3. Describes the basic principles of the organization and its mission statement			
4. Presents all written descriptions and verbally communicates each management component accurately in a clear, concise manner			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> FO1-14	<b>Primary Task:</b> Prepare A Concise Report		
Objective(s) : 4.4.5B, 4.4.2	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Produces a report that is clear and concise			
2. Uses proper spelling, grammar and punctuation			
3. Uses proper format for the purpose, in accordance with department policy			
4. *Produces a report that contains correct, appropriate information relating to the topic			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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<b>Skill Sheet #: FO1-15    Primary Task: Collecting Incident Response Data</b>			
Objective(s) : 4.4.5, 4.4.5(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies the goals and mission of the fire department			
2. Locates the data collection reports for fire department			
3. Describes each of the data collection tools			
4. Demonstrates the use of the data collection reports in an oral and/or written presentation			
5. *Describes the need for an accurate and timely incident response report			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b> FO1-16	<b>Primary Task:</b> Fire Inspection Procedures		
<b>Objective(s):</b> 4.5.1, 4.5.1(A)(B)	<b>NFPA Standard:</b> 1021	<b>Candidate #</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Wears appropriate identification			
2. Reviews and accurately describes fire detection and protection systems pertaining to the occupancy			
3. Identifies fire and life safety hazards			
4. Identifies markings, identification and storage requirements of all hazardous materials			
5. Describes considerations for securing incident scene and preserving evidence			
6. * Produces an accurate, clear, concise report of findings and recommended actions, using appropriate forms in accordance with department policies and procedures			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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<b>Skill Sheet #:</b> FO1-17	<b>Primary Task:</b> Incident Scene Security		
Objective(s) : 4.5.3, 4.5.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Secures fire ground: Enforces and secures scene via police, fire officer, fire marshal, firefighter, etc.			
2. * Isolates the area(s) of origin			
3. Limits personnel from entering area after conclusion of fire suppression activities a. Documents those who have need to enter			
4. Secures potential evidence by limiting access/securing area			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> FO1-18	<b>Primary Task:</b> Develop Initial Action Plan		
Objective(s) : 4.6.1, 4.6.1(A)(B),4.6.2	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Reviews size-up information			
2. Identifies strategic goals/priorities			
a. Life Safety			
b. Incident Stabilization			
c. Property Conservation			
3. * Formulates tactical objectives			
4. Identifies/allocates available resources			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>3</b>

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<b>Skill Sheet #:</b> FO1-19	<b>Primary Task:</b> Implement Incident Action Plan		
Objective(s) : 4.2.1, 4.2.1(A)(B), 4.6.2, 4.6.2(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Describes content elements of available preplans			
2. Communicates present incident status			
3. Verifies available resources			
4. Determines continued appropriateness of current action mode			
5. Utilizes departmental incident command system, transfers command as appropriate			
6. *Ensures personnel accountability			
7. Determines tasks/objectives to be accomplished by crew			
8. *Determines priority sequence of actions required			
9. Assigns appropriate emergency action responsibilities to subordinates clearly/concisely			
10. Coordinates teamwork of crew			
11. Continually evaluates situation, revises as needed			
12. Considers safety aspects, takes immediate corrective action			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>9</b>

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<b>Skill Sheet #: FO1-20</b>		<b>Primary Task: Develop and Conduct a Post Incident Analysis</b>	
Objective(s) : 4.6.3, 4.6.3(A)(B)		NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies department policies and procedures for post-incident analysis and reporting			
2. Describes structural, environmental and resources considerations affecting firefighting activities			
3. *Identifies and evaluates critical elements/actions concerning the incident			
4. Provides appropriate information on forms/reports as required by department policy			
5. Describes procedures for processing post-incident reports in accordance with department policy			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b> FO1-21	<b>Primary Task:</b> Safety Plan Implementation		
Objective(s) : 4.7.1, 4.7.1(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Defines objective safety policy to alleviate potential concern(s)			
2. * Outlines action to be taken (e.g., in-service training, motivation, equipment)			
3. Defines individual roles and responsibilities			
4. Defines appropriate timeframe to accomplish task			
5. Lists enforcement/control procedures			
6. Identifies consequences of non-compliance			
7. References appropriate laws, standards and regulations			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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<b>Skill Sheet #: FO1-22</b>		<b>Primary Task: Development of Accident Report / Investigation</b>	
Objective(s) : 4.7.2, 4.7.2(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Outlines departmental procedure for initiation of accident reporting system			
2. *Investigates accident/gathers facts for written report			
3. Submits departmental forms with all information complete			
4. Submits information through organizational chain of command			
5. Indicates/suggests where/if departmental policy requires revision			
6. Submits recommended changes for revision/improvement			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>5</b>

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**Prevent or prohibit any unsafe acts.  
 Contact the Chief Examiner at any time with any questions.  
 Remember, you are an evaluator, not a trainer...**

*IN THE EVENT OF FAILURE OF THIS SKILL, EVALUATOR MUST COMPLETE REVERSE SIDE.*



State of Connecticut  
**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Officer I**



<b>Skill Sheet #: FO1-23 Primary Task: Department Physical Fitness</b>			
Objective(s) : 4.7.3, 4.7.3(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Locates and describes the intent of NFPA 1500, Chapter 10			
2. Describes the fire department's health and safety policies			
3. Locates and identifies death and injury statistics from national, state or locally recognized authority or agency			
4. Advocates for an aspect of a fire service-related health and wellness program			
5. * Delivers a two (2) minute presentation on an aspect of a fire service-related health and wellness program			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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**Fire Officer I**



<b>Skill Sheet #: FO1-24</b>	<b>Primary Task: Initial Investigation, Origin and Cause Determination</b>	
Objective(s) : 4.5.1, 4.5.1(A)(B),4.5.3	NFPA Standard: 1021	Candidate #
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1st</b>	<b>2nd</b>
1. Records pertinent information from first-in fire/police personnel and witnesses relative to fire and smoke conditions, locations and circumstances		
2. Makes a preliminary determination as to the cause and origin of the fire incident		
3. *Determines the need to identify potential evidence		
4. *Determines the need to secure the incident scene to protect potential evidence from damage or disruption		
5. Determines the need to summon a qualified/trained fire investigator		
* Critical Step      Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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**Fire Officer I**



<b>Skill Sheet #: FO1-25</b>	<b>Primary Task: Pre-Incident Plan</b>		
Objective(s) : 4.5.2, 4.5.2(A)(B)	NFPA Standard: 1021	Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1st</b>	<b>2nd</b>
1. Identifies department pre-incident plan format			
2. Records property name, address, owner, and emergency contact numbers accurately			
3. Reports occupancy type and capacity			
4. Identifies utilities present, shutoff methods and locations			
5. *Reports type of construction			
6. Identifies building materials			
7. Identifies special hazards			
8. Identifies fixed fire protection systems present			
9. Develops or identifies plan that is clear, legible, neat and usable at an emergency scene			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>8</b>

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