



FIRE OFFICER I

STUDENT ***Task Book***

Agency: _____

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME & TITLE

*** Supporting Documentation of each Task must be attached.**

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING AND CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

FINAL CANDIDATE'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

FINAL CANDIDATE'S SIGNATURE

DATE

FINAL CANDIDATE'S PRINTED NAME

GFSTC ID/SSN

**VERIFICATION/CERTIFICATION OF COMPLETED
FIRE OFFICER I COMPETENCY TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that _____
has performed satisfactorily and should therefore be considered for testing and certification.

FINAL EVALUATOR'S SIGNATURE

DATE

FINAL EVALUATOR'S PRINTED NAME

GFSTC ID/SSN

AGENCY/DEPARTMENT CERTIFICATION

I certify that _____ has met all requirements for testing and certification.

CERTIFYING OFFICIAL'S SIGNATURE

DATE

CERTIFYING OFFICIAL'S PRINTED NAME

GFSTC ID/SSN

Supplying or condoning the submission of false information to this agency may be a violation of the criminal code of Georgia (Georgia Law 1968 PP 1249, 1310).

**GFSTC USE ONLY
VERIFICATION OF COMPLETED TASK BOOK**

PROCTOR'S NAME (PRINT)

GFSTC ID/SSN

DATE

SIGNATURE: _____

FIRE DEPARTMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for **Fire Officer I** Certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a department approved evaluator, will result in a recommendation to the Fire Chief (or designee) of the fire department that the firefighter be certified in that position.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All statements within a task which require an action must be successfully demonstrated before the task is to be signed off.

The local fire department shall issue the entire task book to each member seeking certification as a Fire Officer I, and by using the list found on pages four and five of this task book verifies completion of training.

RESPONSIBILITIES

The Fire Chief or his/her designee may authorize personnel to be an evaluator and to sign the PTB. Individuals **may not** sign off on themselves.

The Training Chief is normally the designated final evaluator and he/she will review each completed PTB with the Fire Chief or Designee.

The **"Evaluator"** **CANNOT teach or coach while he/she is evaluating or have not taught the candidate the skill.**

The **Student** is responsible for:

- Ensuring supporting documentation is attached. If skill is accomplished orally, a brief summary should be written and attached for the task performed.
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating completion of all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her "Company Officer/Leader" when the PTB is complete and providing a copy for his/her department records.

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and signing after completion of the task.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the student is recommended for testing and certification.

Georgia Firefighter Standards and Training Council

DESCRIPTION: This JPR Training Guideline follows the format identified in NFPA 1021, Standard for Professional Qualifications 2009. Knowledge, skill, performance and topic description are referenced from the IFSTA Company Officer 4th & Jones and Bartlett Fire Officer Practices and Principles.

Subject: 4.2.4 and 4.2.5 Human Resource Management
Standard Area: Human Resource Management

Candidate: _____ **Date:** _____ **GFSTC ID #:** _____

STANDARD: 4.2.4 NFPA 1021, 2009 Edition	TASK: Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. (A) Requisite Knowledge. The signs and symptoms of member-related problems, causes of stress in emergency services personnel, and adverse effects of stress on the performance of emergency service personnel. (B) Requisite Skills. The ability to recommend a course of action for a member in need of assistance.
STANDARD: 4.2.5 NFPA 1021, 2009 Edition	Task: Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (A) Requisite Knowledge. Human resource policies and procedures. (B) Requisite Skills. The ability to communicate orally and in writing and to relate interpersonally.

PERFORMANCE OUTCOME: The Candidate will assume the role of company officer. A subordinate member of the fire department approaches the company officer privately at the beginning of a shift. The subordinate reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident. The subordinate is not sure they will be able to perform at full effectiveness due to these problems. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the Company Officer's scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the Company Officer's next in line Supervisor.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Subordinate member and supervisor of the company officer. Policies and procedures. Paper, pen/pencil, computer if applicable

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure the privacy of conversation between Officer and subordinate.				
2.	Understand and apply knowledge of post-critical incident stress.				
3.	Demonstrate a caring, mature, and responsible attitude.				
4.	Adhere to applicable policies and procedures.				
5.	Make verbal notification to Officer's supervisor as soon as possible.				
6.	Make a good faith written recommendation for further action.				

Comments: _____

Evaluator

Date

Candidate

Date

Re-Test Evaluator

Date

Re-Test Candidate

Date

Georgia Firefighter Standards and Training Council

DESCRIPTION: This JPR Training Guideline follows the format identified in NFPA 1021, Standard for Professional Qualifications 2009. Knowledge, skill, performance and topic description are referenced from the IFSTA Company Officer 4th & Jones and Bartlett Fire Officer Practices and Principles.

Subject: 4.5.1 and 4.5.2 Inspection and Investigation
Standard Area: Inspection and Investigation

Candidate: _____ **Date:** _____ **GFSTC ID #:** _____

STANDARD: 4.5.1 NFPA 1021, 2009 Edition	TASK: Evaluate available information, given a fire incident, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, reports are completed, and, if required, the scene is secured and all pertinent information is turned over to an investigator.
STANDARD: 4.5.2 NFPA 1021, 2009 Edition	TASK: Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

PERFORMANCE OUTCOME: Candidate will assume the role of Fire Department Officer and will be given a real or simulated fire incident scene. First-arriving members and others involved in the incident will be available from which to gather information about the incident. The Candidate will identify a preliminary fire cause, secure the scene and evidence, complete the required reports, and demonstrate the proper procedure for calling an Investigator.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Real or simulated fire incident scene with materials necessary to create the proper environment. Rope or barrier tape. Applicable reports or witness statement forms. Persons to act as first-arriving members and others such as witnesses, occupants, or others with incident information.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adequately secure the fire scene to protect evidence.				
2.	Establish a scene perimeter with which prohibits unauthorized entry				
3.	Effectively interview persons involved with the incident.				
4.	Establish a preliminary fire cause.				
5.	Create necessary reports and record witness statements.				
6.	Establish need for investigator and use proper methods to request one				

Comments: _____

_____	_____	_____	_____
Evaluator	Date	Candidate	Date
_____	_____	_____	_____
Re-Test Evaluator	Date	Re-Test Candidate	Date

Georgia Firefighter Standards and Training Council

DESCRIPTION: This JPR Training Guideline follows the format identified in NFPA 1021, Standard for Professional Qualifications 2009. Knowledge, skill, performance and topic description are referenced from the IFSTA Company Officer 4th & Jones and Bartlett Fire Officer Practices and Principles.

Subject: 4.6.2 and 4.6.3 Emergency Service Delivery
Standard Area: Emergency Service Delivery

Candidate: _____ **Date:** _____ **GFSTC ID #:** _____

STANDARD: 4.6.2 NFPA 1021, 2009 Edition	TASK: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.
STANDARD: 4.6.3 NFPA 1021, 2009 Edition	TASK: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.

PERFORMANCE OUTCOME: Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and implement an effective initial action plan.				
2.	Analyze and use information gained in size-up.				
3.	Utilize resources in a reasonable, safe, and prudent manner.				
4.	Maintain supervision and accountability for personnel.				
5.	Communicate effectively using both verbal and written methods				
6.	Implement and operate within the emergency management system.				

Comments: _____

_____ Evaluator	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date

