

**IDHS DIVISION OF TRAINING**  
**FIRE OFFICER II**  
**PRACTICAL SKILLS AND EXAMINATION HANDBOOK**



**Fire Department Policies and Procedures are required for this test.**

**EVALUATOR HANDBOOK FOR THE  
FIRE OFFICER II PRACTICAL  
SKILLS**

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**Skill Sheet #1, Human Resource Management**

**Initiate action to maximize member performance and/or to correct unacceptable performance, given human recourse policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 1021, 2003 Edition, 5.2.1)**

**Directions**

The candidate will assume the role of company officer supervising four firefighters at a fire substation. One of the firefighters, a new father was late twice last month. Each time he has provided a reasonable cause for this tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Some type of corrective action is now warranted. The action taken is entirely up to the candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.

For this skills evaluation checklist, students will need:

<b>Task Steps</b>	
1.	Adequately describe to the firefighter the nature of the problem
2.	Make it clear in plain language what level of performance is expected
3.	Choose an action designed to correct unacceptable performance
4.	Inform the firefighter of the corrective action to be taken.
5.	Follow human resources policies, procedures, or guidelines
6.	Complete a written report documenting the problem and action taken

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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**Skill Sheet # 2, Human Resource Management**

The candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms and a job description, conduct a performance evaluation interview and make a written report. (*NFPA 1021, 2003 Edition, 5.2.2*)

Task Steps	
1.	Gather all available performance information prior to evaluating
2.	Follow applicable policies/procedures and maintain privacy
3.	Measure employee performance against the written job description
4.	Plan the evaluation interview as a tool to enhance performance
5.	Make a written report of performance on proper form/record
6.	Use positive rather than negative reinforcement whenever possible.

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**Skill Sheet #3, Administration**

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (NFPA <sup>1021</sup>, 2003 Edition, 5.4.1)

**Directions**

The candidate will create a written document containing a recommendation to a senior officer. Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.

Task Steps	
1.	Use effective problem solving methods
2.	Make a written proposal to senior officers
3.	Establish the need for policy or procedure
4.	Direct the written proposal to the appropriate person
5.	Utilize effective format for proposal writing
6.	Describes cost and benefits of proposed change

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**Skill Sheet # 4, Administration**

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 <sup>1021</sup>, 2003 Edition, 5.4.2)

**Directions**

The candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.

**Equipment & Materials**

- Budget forms
- Policies and procedures
- Potential revenue sources
- 

Task Steps	
1.	Make a written budget proposal for the appropriate person
2.	Allocate and account for all capital, operating and personnel costs
3.	Use the correct type of budget for the project/department
4.	Justify the budget, cost vs. benefit
5.	Utilize clear and concise written communications
6.	Follow the department's policies, procedures and guidelines

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**Skill Sheet #5, Administration**

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.  
(*NFPA 1021, 2003 Edition, 5.4.3*)

**Equipment & Materials**

- Data to be gathered by candidate
- Purchasing policies and forms

Task Steps	
1.	Gather all applicable information before beginning
2.	Describe the process of soliciting for bids both verbally and in writing
3.	Describe the process of awarding bids both verbally and in writing
4.	Describe the process of purchasing both verbally and in writing
5.	Ensure competitive bidding is utilized
6.	Utilize clear and concise written communication

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**Skill Sheet #6, Administration**

Candidate will prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. (*NFPA 1021, 2003 Edition, 5.4.4*)

**Materials**

- Topic or event
- 

Task Steps	
1.	Create a written news release
2.	Gather all applicable information before beginning
3.	Utilize proper news release format
4.	Obey applicable policies and procedures
5.	Communicate effectively in writing
6.	Produce a clear and effective message

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**Skill Sheet #7, Administration**

Prepare a concise report for transmittal to a supervisor, given fire department records(s) and a specific request for details such as trends, variances, or other related topics. (*NFPA 1021, 2003 Edition, 5.4.4*)

**Equipment & Materials**

- Specific request from supervisor
- Department records

Task Steps	
1.	Create a written report for transmittal to the supervisor
2.	Directly answer the specific request for information
3.	Use an appropriate report format
4.	Utilize clear and concise written communication
5.	Properly access reference data
6.	Correctly analyze and interpret reference data

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**Skill Sheet # 8, Inspection and Investigation**

Describe the procedures for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved action is initiated.

Assembly; educational; health care; detention and correctional; residential; mercantile; business; industrial; storage; unusual structures or mixed occupancies. (*NFPA 1021, 2003 Edition, 5.5.1*)

**Equipment & Materials**

- Transportation to and from facility
- Identification credentials
- Codes
- 

Task Steps	
1.	Initiate contact with occupants using courtesy and professionalism
2.	Obtain cooperation by emphasizing the reason for fire inspection(s)
3.	Exhibit professional appearance and demeanor for the site team
4.	Apply local fire and/or safety codes, initiating appropriate action
5.	Identify hazards, including type and location of hazardous materials
6.	Complete the proper inspection in a clear and concise manner

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**Skill Sheet # 9, Inspection and Investigation**

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, 2003 Edition, 5.5.2)

**Equipment & Materials**

- Real or simulated fire Incident scene
- Witness statements
- Photographs, diagrams, sketches, pertinent data
- 

Task Steps	
1.	Determine point of origin
2.	Identify a preliminary cause of the fire
3.	Utilize all sources of Incident information available
4.	Use appropriate investigation techniques
5.	Document all procedures and results of preliminary investigation
6.	Include all pertinent data with the preliminary investigation report

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**Skill Sheet #10, Emergency Service Delivery**

**Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident. (NFPA 1021, 2003 Edition, 5.6.1)**

The candidate will develop and implement an operational plan for a hazardous materials incident scenario and another multi-unit emergency scenario. Candidate must analyze the emergency scene condition, allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel, so that resources are effectively and safely deployed to mitigate the situation.

**Equipment & Materials**

- 1 hazardous material incident scenario
- 1 multi-unit emergency scenario

Task Steps	
1.	Produce effective operational plan to control a hazardous materials incident
2.	Allocate, supervise and account for human and equipment resources
3.	Implement necessary safety precautions and personnel accountability
4.	Produce effective operational plan to mitigate a multi-unit emergency
5.	Allocate, supervise and account for human and equipment resources
6.	Implement necessary safety precautions and personnel accountability

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**Skill Sheet # 11, Emergency Service Delivery**

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, 2003 Edition, 5.6.2*)

**Equipment & Materials**

- Emergency multi-unit incident scenario including type of incident, size-up information and assigned resources.

Task Steps	
1.	Gather information from the multi-unit incident/scenario
2.	Analyze policies, procedures, guidelines and forms
3.	Identify critical elements for a post-incident analysis
4.	Complete approved forms
5.	Communicate effectively using both verbal and written methods

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