



COLORADO METROPOLITAN CERTIFICATION BOARD

PERFORMANCE EVALUATION SHEETS

Fire Officer I

January 2016

Based on the National Fire Protective Association
Standard 1021 Edition 2014

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Performance Evaluation Sheets

Fire Officer I

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Fire Officer I Performance Evaluation

Objectives: 4.2.2, 4.2.2(b) (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 1	
Primary Tasks: Assigning tasks and responsibilities under non-emergency conditions		
CANDIDATE PERFORMANCE	Pass	Fail
1. Issues complete and concise instructions to crew members		
2. Issues instructions that address any and all safety considerations		
3. Issues instructions that convey the desired outcomes of task assigned		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 1 - Assigning tasks and responsibilities under non-emergency conditions

4.2.2

Description:

The candidate must complete this job sheet during a non-emergency setting. The task may be done at a station or other work location. The candidate must keep the objective of this task in mind, assigning duties that are useful and practical.

Examples: station clean up, daily apparatus inspection and maintenance, etc.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach a written copy of the candidate work assignment in addition to the evaluation of the scenario.

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Fire Officer I Performance Evaluation

Objectives: 4-2.3, 4-2.3(b) (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 2	
Primary Tasks: Directing members during training evolution (drill ground)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Follows all relevant department training policies and procedures		
2. Conveys instructions for the evolution so that all members of crew understand the evolution and assignment/tasks		
3. Ensures that the evolution is performed according to safety plans and procedures		
4. Ensures that the evolution/assignment/task is carried out as directed		
5. Ensures that the evolution/assignment/task is conducted efficiently		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 2 - Directing members during training evolution (drill ground)

4.2.3

Description:

The candidate will complete this job sheet during a training evolution with a crew.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. Evaluate only the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. The candidate must verify that all training is conducted in a safe manner.
2. Attach a written copy of the training evolution, lesson plan or outline.

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Fire Officer I Performance Evaluation

Objectives: : 4-1.2, 4.2.4, 4.2.5, 4.2.5(b) (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 3	
Primary Tasks: Applying human resource policies and procedures involving employee counseling (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies problems/situation of the individual (counselee), taking note of signs and symptoms		
2. Utilizes appropriate policy in handling issue (develops an appropriate action plan)		
3. Relates well interpersonally with the counselee in discussing the situation/problem. Follows up to ensure resolution of issue		
4. Develops a reasonable action plan with the counselee		
5. Documents the counseling session properly and effectively		
6. References and lists their department's EAP policies and procedures		
7. Schedules a follow up session with the counselee		
8. Identifies actions that will have to be taken with the counselee if the situation/problem is not resolved		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 3 - Applying of human resource policies and procedures (simulated)

4.1.2, 4.2.4, 4.2.5, 4.2.5(b)

Description:

It is recommended that this task be completed during a simulation counseling session with a role playing subordinate. The candidate shall meet all performance requirements. If a simulation is used the scenario shall be created by the department training division.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; so resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task. The timeline may be adjusted to the scenario.
2. Attach an outline of the counseling scenario and a copy of any documentation utilized/produced by the candidate.

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Fire Officer I Performance Evaluation

Objectives: 4.2.6, 4.2.6(b) (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 4	
Primary Tasks: Coordinating and completing assigned tasks and projects (live or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Prioritizes the tasks or projects		
2. Develops a plan to complete each task or project		
3. Assigns or delegates specific tasks or projects		
4. Ensures completion of all tasks or projects		
5. Describes the methods to hold individuals accountable for completing the tasks or projects		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 4 - Coordinating and completing assigned tasks and projects (actual or simulated)

4.2.6

Description:

Give the candidate a project or list of tasks to be completed (live or simulated). This could be an in-basket or any other situation/project which necessitates delegation to the crew. Candidate will assign tasks, and include project or task scope, timeliness/deadlines, and expectations of how the task or project will be completed.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach any written documentation completed by the candidate and an outcome of the project or list of tasks

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Fire Officer I Performance Evaluation

Objectives: 4.3.1 (NFPA 1021, 2009 edition) Administration	Sheet Number: 5	
Primary Tasks: Initiating action on a community need (live or simulated).		
CANDIDATE PERFORMANCE	Pass	Fail
1. Writes down the role and mission of the department		
2. Identifies a community need not being met, referencing the role and mission of the department		
3. Given policies & procedures develops a written plan to address the specific need		
4. Initiates (writes) an action plan for resolution		
5. Follows through with the plan to its completion		
6. Follows up with an evaluation to see if the plan meets the original need		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 5 - Initiate action on a community need (live or simulated)

4.3.1

Description:

It is recommended that this task be completed for a simulated need. The candidate is to meet all performance requirements. Contact the Training Division if assistance is needed.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach any written documentation completed by the candidate and an outcome of the project or list of tasks

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Fire Officer I Performance Evaluation

Objectives: 4.3.2, 4.3.2(b), 4.3.3., 4.3.3.(b) (NFPA 1021, 2014 edition) Community and Government Relations	Sheet Number: 6	
Primary Tasks: Initiating action to a citizen concern/complaint (simulated) or responding to public inquiry (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Employs effective communication skills in understanding and responding to the complaint or inquiry		
2. Responds to the complaint or inquiry courteously and professionally		
3. Addresses concern or inquiry is addressed or refers to the appropriate office or individual		
4. Follows all applicable department policies and procedures		
5. Follows up to ensure concerns were adequately addressed		
OVERALL RESULTS (must pass all steps)		
<p style="text-align: center;">Evaluator Comments</p>		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 6 - Initiating action to a citizen concern/complaint (simulated) or respond to public inquiry (simulated).

4.3.2, 4.3.3

Description:

This job sheet must be completed by the candidate during a simulated exercise. The candidate will be given instructions or a class on the proper department procedures for addressing citizen's concerns/complaints prior to this exercise.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach a copy of the outline of the simulated incident and documentation of the action that was taken to address the citizen's concern/complaint or public inquiry.

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Fire Officer I Performance Evaluation

Objectives: 4.4.1 (NFPA 1021, 2014 edition) Administration	Sheet Number: 7	
Primary Tasks: Preparing recommendations for changing an existing policy or procedure (simulated) or implementing new department policy at the unit level (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies and documents the needed changes to an existing policy or procedure		
2. Demonstrates a clear understanding of the policy or researches a new policy		
3. Documents the proposed changes to the policy/procedure according to departmental policies or procedures		
4. Communicates new policy to other members		
5. Answers all questions concerning policy and addresses concerns of all crew members		
6. Forwards recommendations through the proper chain of command		
7. Provides an action plan for concerns that cannot be addressed immediately		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 7 - Preparing recommendations for changing an existing policy or procedure (simulated) or implementing new department policy at unit level (simulated)

4.4.1

Description:

It is recommended that this task be completed during a live or simulated incident. Contact the Training Division if assistance is needed to develop a simulated incident. Use actual department procedures to complete this task.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. It is imperative that the candidate being evaluated receives no information during the evaluation process. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Have the candidate prepare changes to existing policies and procedures. The candidate will document problems with existing policy and changes which should be made in the new policy.
2. Have the candidate attach department documents and correspondence which provide evidence for the change in policy, the new recommendations, the new desired policy, and a follow-up evaluation of the new policy.
3. Inform the candidate of the time limit for the task.
4. Attach a copy of the outline of the simulated exercise.

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Fire Officer I Performance Evaluation

Objectives: 4.1.2, 4.4.2, 4.4.2(b) (NFPA 1021, 2014 edition) Administration	Sheet Number: 8	
Primary Tasks: Filling out reports and records management (actual and simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Correctly fills out a department fire incident report (actual)		
2. Correctly fills out a department EMS report (actual)		
3. Correctly fills out a department employee injury report (simulated)		
4. Correctly fills out a department daily station log (actual)		
5. Correctly fills out a department training report/log (actual)		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 8 - Filling out reports and records management

4.4.2

Description:

The candidate must successfully demonstrate the ability to fill out the designated reports. The fire incident and medical incident will be actual incidents. The training report or log and daily station log will be actual department activities. The employee injury report, exposure report and vehicle accident report will be simulations.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach a copy of each report completed.

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Fire Officer I Performance Evaluation

Objectives: 4.1.2, 4.4.3, 4.4.3(b) (NFPA 1021, 2014 edition) Administration	Sheet Number: 9	
Primary Tasks: Preparing a budget request (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies the item or program need		
2. Research the item or program costs		
3. Correctly completes the proper department budget request forms		
4. Submits the request with appropriate documentation through the proper chain of command and follows any applicable department policies and procedures		
5. Provides appropriate documentation, if applicable, to the department. Including two or three sets of quotes (bids) and a letter of recommendation to the proper individual or office		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 9 - Preparing a budget request (actual or simulated)

4.4.3

Description:

It is recommended that this task be completed during an approved officer development program, by the department training division or by the company officer. Follow actual department policies and procedures to complete this task.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Have the candidate prepare a budget item request. This may be an actual or simulated budget request.
2. Attach a copy of the budget request with any and all supporting documentation

Instructions to Evaluators

Sheet Number: 10 - Explaining the purpose of each management component of the organization

4.4.4

Description:

It is recommended that this task be completed during an interview and as a written assignment. The candidate shall meet all performance requirements. If a simulation is used the scenario shall be created by the department training division.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for this task, if applicable.
2. Attach a copy of the organizational chart and any other written documentation.
3. Have the candidate clearly demonstrate the role and mission of each management component of the organization.

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.4.5 (NFPA 1021, 2009 edition) Administration	Sheet Number: 11	
Primary Tasks: Explaining the needs for collecting incident response data		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies the types of incident records maintained within the department		
2. Describes how record management contributes to the department purpose and mission		
3. Describes the need for collecting incident report data		
4. Describes the importance of completing accurate and timely reports		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 11 - Explaining the needs for collecting incident response data

4.4.5

Description:

It is recommended that this task be completed as an interview and written assignment. If a simulation is used the scenario shall be created by the department training division.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If the still fail any portion, then the candidate must re-test at another time.

Specific:

1. Have the candidate will describe the importance of each records management system utilized by the department.
2. Have the candidate will describe the integration of local response information with the National Fire Incident Reporting System (NFIRS).
3. Inform the candidate of the time limit for the task if applicable
4. Attach a written copy of the candidate work assignment.

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.5.1 (NFPA 1021, 2009 edition) Inspection and Investigation	Sheet Number: 12	
Primary Tasks: Conducting fire inspections (actual)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Prepares inspection forms for designated structure based upon occupancy type and department record requirements		
2. Correctly complete three inspections from the following occupancy types list: Assembly, Educational, Health Care, Detention/Correctional, Residential, Business, Mercantile, Industrial, Storage, Unusual structure, Mixed		
3. Inspections identify hazards and address violations		
4. Hazardous materials are identified and documented		
5. Reports are completed accurately according to the AHJ		
6. Required actions for the owner/occupant are initiated		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 12 – Conducting fire inspections (actual or shadowed)

4.5.1

Description:

This task must be completed during an actual fire inspection by a candidate assigned to either the Fire Prevention Division or at the company level.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If the still fail any portion, then the candidate must re-test at another time.

Specific:

1. Have the candidate prepare all forms and documents required for a fire inspection on the required properties.
2. Copies of the completed forms are to be attached.
3. Inform the candidate of the time limit for the task if applicable

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.5.2 (NFPA 1021, 2014 edition) Inspection and Investigation	Sheet Number: 13	
Primary Tasks: Developing a pre-incident plan for occupancies based upon the construction, alarm, detection, and suppression features (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Prepares pre-incident plan form for designated structure based upon occupancy type and the department's records requirements		
2. Correctly completes 3 pre-incident plans from the following list of occupancies: Assembly, Educational, Residential, Business, Mercantile, Industrial, Manufacturing, Storage, Special		
3. Pre-incident plans identify construction and provide recommendations for fire suppression, water supply, and ventilation activities to control fire/smoke extension		
4. Pre-incident plans identify alarm systems and fire protection systems. The plan includes fire suppression activities to support the system		
5. Pre-incident plans identify potential structural design weaknesses under fire conditions and propose fire suppression methods to protect potential structural components from early failure		
6. Reports are completed accurately		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 13 - Developing a pre-incident plan for a designated structure

4.5.2

Description:

Candidates must complete an actual pre-incident action plan on a real or simulated building.

Instructions:

General:

Specific:

The candidate shall prepare all forms and documents required for the pre-incident plans for the required properties. Copies of the completed forms shall be attached.

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Fire Officer I Performance Evaluation

Objectives: 4.2.1, 4.2.1(b) Human Resource Management, 4.5.3 (a) (b) Secure an Incident Scene, 4.6.1 and 4.6.2 Emergency Service Delivery (NFPA 1021, 2014 edition)	Sheet Number: 14
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Primary Tasks: Developing and implementing an initial action plan for a fire or other emergency incident; assigning tasks and responsibilities during emergency situation (live or simulated)

CANDIDATE PERFORMANCE	Pass	Fail
1. Correctly analyzes and identifies emergency scene conditions		
2. Gives a brief initial report using correct department policies and procedures		
3. Identifies the proper strategy to include all risk/benefit analysis and safety considerations		
4. Identifies the correct tactics based upon the chosen strategy		
5. Effectively communicates the assignment of proper resources to complete the tasks		
6. Effectively communicates the desired outcome of the tasks assigned		
7. Addresses all safety concerns for the incident		
8. Implements a correct IMS/ICS structure		
9. Evaluates the effectiveness of the incident action plan and makes changes if necessary		
OVERALL RESULTS (must pass all steps)		

Evaluator Comments

Department: _____

Candidate (Print): _____ ID Number: _____

Candidate (Sign): _____

Evaluating Company Officer (Sign): _____

Training Chief or Designee (Sign): _____

INSTRUCTIONS

Sheet Number 14

Developing and implementing initial action plan for a fire and other emergency incident (live or simulated)

4.2.1, 4.2.1(b), 4.5.3 (a) (b) 4.6.1, and 4.6.2

Description:

The candidate must identify and prioritize the problems. Strategies must be developed to address overall problems. Available resources must be assigned to complete appropriate tactics. The evaluator will verify that the IMS/ICS structure related to the overall strategy and tactics implemented by the candidate.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to ask the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs, the candidate must practice this skill and receive additional training until proficiency is achieved. If the still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time frame for this task, if applicable. .
2. Attach the department tactical worksheet used by the candidate.
3. Attach a description of the evolution or assignment.

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.1.2, 4.6.4, 4.6.4(b) (NFPA 1021, 2014 edition) Emergency Service Delivery	Sheet Number: 15	
Primary Tasks: Conducting a post-incident analysis (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Given a simulated or actual single-unit incident conducts a post-incident analysis utilizing department policy and procedure		
2. Identifies and communicates all critical elements		
3. Completes all forms in accordance with department policies and procedures		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 15- Conducting a post-incident analysis (actual or simulated).

4.6.4

Description:

This task shall be completed following an actual or simulated fire.

Instructions:

. General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. It is imperative that the person being evaluated receives no information during the evaluation process. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to give the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Attach the scenario, document findings and completed forms.
2. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.1.2, 4.7.2, 4.7.2(b) (NFPA 1021, 2014 edition) Safety	Sheet Number: 16	
Primary Tasks: Conducting an initial accident investigation (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Conducts an initial investigation, given a simulated incident		
2. Documents all findings		
3. Completes all appropriate departmental forms in accordance with policies and procedures		
4. Makes recommendation(s) to prevent future accidents		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief or Designee (Sign):		

Instructions to Evaluators

Sheet Number: 16 - Conducting an initial accident investigation (simulated)

4.7.2

Description:

Provide a simulated accident for the candidate to investigate.

Instructions:

General:

1. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
2. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
3. It is imperative that the person being evaluated receives no information during the evaluation process. Do not give the candidate any information during the evaluation process.
4. You are only evaluating the skills listed on the form; resist the temptation to give the candidate oral questions to obtain more information.
5. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

1. Inform the candidate of the time limit for the task.
2. Attach a copy of the scenario, the accident investigation findings and any other related forms.

Colorado Metropolitan Certification Board

Fire Officer I Performance Evaluation

Objectives: 4.7.3 (NFPA 1021, 2014 edition) Safety	Sheet Number: 17	
Primary Tasks: Explaining Benefits of being Physically and Medically Capable of Performing Duties and Effectively Functioning during Peak Physical Demand Activities		
CANDIDATE PERFORMANCE	Pass	Fail
1. Explain the benefits of being physically and medically capable of performing duties.		
2. Explain the significance of the National Firefighter death and injury statistics, and Fire Service Safety and wellness initiatives.		
3. Explain department's policy regarding member participation in fitness activities.		
4. Explain department's policy regarding member participation in wellness programs.		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Evaluating Company Officer (Sign):		
Training Chief (Sign):		

INSTRUCTIONS

Sheet Number: 17

Explaining Benefits of being Physically and Medically Capable of Performing Duties and Effectively Functioning during Peak Physical Demand Activities

4.7.3

Instructions:

General:

6. Do not coach, question, prompt, remind, or give an advantage to the person being evaluated.
7. Ensure that all the candidate's questions have been asked and answered prior to the beginning of this evaluation process.
8. It is imperative that the person being evaluated receives no information during the evaluation process. Do not give the candidate any information during the evaluation process.
9. You are only evaluating the skills listed on the form; resist the temptation to give the candidate oral questions to obtain more information.
10. If the candidate fails to perform any of the listed steps, they fail this skill. If a failure occurs the candidate must practice this skill and receive additional training until proficiency is achieved. If they still fail any portion, then the candidate must re-test at another time.

Specific:

3. Inform the candidate of the time limit for the task.
4. Attach a copy of the scenario, the accident investigation findings and any other related forms.