



COLORADO METROPOLITAN CERTIFICATION BOARD

PERFORMANCE EVALUATION SHEETS

Fire Officer II

January 2016

Based on the National Fire Protective Association
Standard 1021 Edition 2014

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Performance Evaluation Sheets

Fire Officer II

- Sheet 1:** Maximizing performance and/or correcting Unacceptable Performance (simulated)
- Sheet 2:** Conducting performance appraisal/Interview with employee (simulated role play)
- Sheet 3:** Creating a professional development plan (PDP) for an employee (simulated)
- Sheet 4:** Explaining the benefits of cooperative external agency relationships
- Sheet 5:** Developing a policy or procedure that identifies and issue or problem and proposes a solution
- Sheet 6:** Developing a project or program budget
- Sheet 7:** Preparing a news release (actual or simulated)
- Sheet 8:** Preparing a report for a supervisor
- Sheet 9:** Developing a plan to accomplish change in the organization in a positive manner (actual or simulated)
- Sheet 10:** Determining point of origin and preliminary fire cause (actual or simulated)
- Sheet 11:** Producing operational plan/incident action plan (IAP) for a multiple unit emergency (actual or simulated)
- Sheet 12:** Developing and conducting a post-incident analysis (actual or simulated)
- Sheet 13:** Preparing a written report given incident response data which identifies service delivery demands for a specific planning area for the AHJ (actual or simulated)
- Sheet 14:** Analyzing a member's accident, injury, or health exposure history (simulated)

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.2.1 (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 1	
Primary Tasks: Maximizing performance and/or correcting unacceptable performance (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies and document deficiencies of the employee		
2. Identifies required performance level per your department		
3. Develops an action plan with the employee to meet or exceed standard		
4. Provides supporting documentation and follow up		
5. Communicates effectively (both verbally and in writing)		
6. Forwards to the next proper supervisor and/or Human Resource Department		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 1 - Maximizing performance and/or correcting unacceptable performance (simulated)

5-2.1

Description:

It is recommended that this task be completed during an officer development program, by the department training division or by a company officer of equal or higher rank.

The scenario will be created by the evaluating officer for a simulated issue. Examples of unacceptable performance include, but are not limited to: sick leave abuse, late to work, grooming violations, 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 the 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, if applicable.
2. Attach a written copy of the candidate work assignment (copies of disciplinary forms, a narrative of a role play discussion, highlighted materials from researched policies).

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.2.2 (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 2	
Primary Tasks: Conducting performance appraisal/interview with employee (simulated role play)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Completes all department forms with support documentation to justify ratings		
2. Establishes a written action plan for employee improvement/development		
3. Conducts employee appraisal/interview per department policy		
4. Interview encourages improved performance/development of subordinate		
5. Forwards documentation through proper channels		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 2 - Conducting performance appraisal/interview with an employee (simulated role play)

5.2.2

Description:

It is recommended that this task be completed during an officer development program, by the department training division or by a company officer of equal or higher rank.

The evaluating officer will create a scenario in which two simulated employees are to be given performance appraisals-one who is a high performer and another who is a low performer.

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 limit for the task, if applicable.
2. Attach all necessary completed documentation for the performance appraisals.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.2.3 (NFPA 1021, 2014 edition) Human Resource Management	Sheet Number: 3	
Primary Tasks: Creating a Professional Development Plan (PDP) for an employee (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Meets with the employee to identify their goals and objectives		
2. Identifies the organizational requirements for promotion		
3. Reviews the employees previous experience, training and education		
4. Discusses the employee's current knowledge, skills, abilities, strengths and weaknesses		
5. Develops a written PDP that will help the employee achieve their stated goals and objectives to include a timeline, associated costs, and job shadowing		
6. Communicates the PDP effectively with the employee (verbally and in writing)		
7. Schedules follow-up session(s)		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 3 - Create a Professional Development Plan (PDP) for an employee (simulated)

5-2.3

Description:

It is recommended that this task be completed during an officer development program, by the department training division, or by company officer of equal or higher rank.

The evaluating officer will provide a simulated employee for the candidate to interact with so that the candidate can evaluate, and make verbal and written professional developmental recommendations for him/her.

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. Provide the professional development plan designed to help the employee achieve their personal goals.
2. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.3, 5.3.1 (NFPA 1021, 2014 edition) Community and Government Relations	Sheet Number: 4	
Primary Tasks: Explaining the benefits of cooperative external agency relationships		
CANDIDATE PERFORMANCE	Pass	Fail
1. Communicates in writing, how partnerships and cooperation better serve the community and reduce individual agency efforts and costs		
2. Identifies (within the report) stakeholders in the community whose support or input benefits the community and enhances your agencies stated mission		
3. The report identifies common goals shared between agencies		
4. The report identifies joint community benefits in working cooperatively on a problem or issue		
5. The report explains how inter-agency interpersonal relationships enhance credibility, formulate strong professional relationships and create opportunities for future support		
6. Develops a sample program that specifies roles, develops partnerships and increases program productivity		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 4 - Explaining the benefits of cooperative external agency relationships (simulated)

5.3.1

Description:

It is recommended that this task be completed during an officer development program, by the department training division or by a company officer of equal or higher rank.

The candidate will communicate the benefits of cooperative external relationships in a written report. Examples could include cooperative agreements, shared resources, or support efforts. The candidate will outline the administrative support, anticipated expenses, and resources necessary for the program

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. The report will include an outline which covers the requisite material outlined in the job sheets.
2. Attach written examples of cooperative efforts which support the candidate's position.
3. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.1.2, 5.4.1 (NFPA 1021, 2014 edition) Administration	Sheet Number: 5	
Primary Tasks: Developing a policy or procedure that identifies an issue or problem and proposing a solution		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies an issue or problem		
2. Gathers information from accredited sources to justify need for organizational change		
3. Reviews proposal for further refinement with impacted stakeholders		
4. Proposes a solution that includes budgetary impact (if any), resources required and implementation plan		
5. Drafts a new policy or procedure according to departmental policies or procedures		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 5 - Developing a policy or procedure that identifies an issue or problem and proposes a solution

5.1.2, 5.4.1

Description:

It is recommended that this task be completed during an officer development program, by the department training division or by a company officer of equal or higher rank.

Use 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. The candidate will develop a new policy or procedure that identifies an issue or problem and proposes a solution.
2. Attach copies of all forms and supporting documentation. Candidates will research and provide validation for organizational change.
3. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.4.2, 5.4.3 (NFPA 1021, 2014 edition) Administration	Sheet Number: 6	
Primary Tasks: Developing a project or program budget		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies and plans project or program needs		
2. Utilizes department budget schedules, guidelines, and cost limitations		
3. Determines and justifies capital, operating, and personnel costs		
4. Gathers any previous budget information from similar items or programs		
5. Correctly completes the proper department budget forms		
6. Communicates effectively throughout the process verbally and in writing		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 6 - Developing a project or program budget

5.4.2, 5.4.3

Description:

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

The candidate will prepare a budget. This may be an actual or a simulated budget.

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. Attach a copy of the budget with supporting documentation.
2. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.4.4 (NFPA 1021, 2014 edition) Administration	Sheet Number: 7	
Primary Tasks: Preparing a news release (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Given an event or topic, prepare a news release, following departmental policies and procedures		
2. Content includes effective title, time, place, benefits, and appropriate distribution list		
3. Information is accurate, formatted correctly, and communicated effectively		
4. Completes approval procedures with Public Information Officer or other appropriate departmental authority prior to release		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 7 - Preparing a news release (actual or simulated)

5.4.4

Description:

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

The candidate will prepare a news release. This may be an actual or a simulated situation. Candidate will complete any necessary internal notifications.

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. Attach a copy of the news release. Any form of the media may be used.
2. Inform the candidate of the time limit for the task, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.4.5 (NFPA 1021, 2014 edition) Administration	Sheet Number: 8	
Primary Tasks: Preparing a report for a supervisor based on records		
CANDIDATE PERFORMANCE	Pass	Fail
1. Researches information on the topic		
2. Documents trends, variances, etc, ensuring that information is accurate		
3. Completes report using proper departmental format		
4. Uses proper grammar, sentence structure and punctuation		
5. Submits the report with documentation through the proper chain of command		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 8 - Preparing a report for a supervisor

5.4.5

Description:

It is recommended that this task be completed during an officer development program, by the department training division.

The candidate will prepare a written report for his supervisor based on an assigned topic or subject of personal interest.

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. Attach a copy of the research document to include title page and references and submit the paper to the appropriate department training division representative.
2. The research paper should follow written guidelines recognized by educational institutions. Paper formatting and length will be at the discretion of the instructor/evaluator.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.4.6 (NFPA 1021, 2014 edition) Administration	Sheet Number: 9	
Primary Tasks: Developing a plan to accomplish change in the organization in a positive manner (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Researches information on a necessary organizational change		
2. Explains the benefits of change		
3. Develops requirements for effective implementation		
4. Identifies any resistance to change and effective strategies to build acceptance		
5. Includes any procedural updates or training requirements		
6. Establishes an implementation plan and follow-up evaluation		
7. Submits the plan with documentation through the proper chain of command		
8. Communicates the plan effectively both verbally and in writing		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 9 - Developing a plan to accomplish change in the organization in a positive manner (actual or simulated)

5.4.6

Description:

This task will be completed during an actual or simulated incident. It is recommended that this task be completed during an officer development program, by the department training division or by a company officer of equal or higher rank.

The candidate will prepare a written report for his supervisor based on needed organizational change.

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. The report will identify a needed change, include available research on the subject matter, and recognize potential impact to various stakeholders.
2. The candidate should develop a plan that encourages acceptance and evaluates individual concerns.
3. The plan will include training or procedure updates.
4. The plan will identify an implementation period and include a follow-up evaluation.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.5.1 (NFPA 1021, 2014 edition) Inspection and Investigation	Sheet Number: 10	
Primary Tasks: Determining point of origin and preliminary fire cause (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Describes incendiary methods commonly used by juvenile and adult fire setters		
2. Describes fire growth as it relates to fire cause and origin and explains the common causes of fire		
3. Explains basic procedures for determining preliminary fire cause		
4. Determines if the fire cause may be intentional arson is suspected		
5. Makes proper notifications as identified by AHJ		
6. Communicates the written department forms/reports effectively		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 10 - Determining point of origin and preliminary fire cause (actual or simulated)

5.5.1

Description:

This task will be completed during an actual or simulated fire. The evaluator should provide fire scene photographs, diagrams, pertinent data, and/or sketches to assist them in determining if arson is suspected. The candidate may complete the task while assigned to either an Arson/Investigation Division or as company crew member.

The candidate will complete all preliminary documentation for fire cause determination.

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. A video file or photographs with a written narrative can be used to simulate the arson fire.
2. Attach all copies of reports and other pertinent documentation.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.6.1 (NFPA 1021, 2014 edition) Emergency Service Delivery	Sheet Number: 11	
Primary Tasks: Producing Operational Plan/Incident Action Plan (IAP) for a multiple-unit emergency (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Completes incident briefing according to NIMS (ICS Form 201)		
2. Identifies proper strategic goal to include incident priorities, risk/benefit analysis, and safety concerns according to department standards and policies (ICS Form 202)		
3. Emergency operations will be guided by an Incident Action Plan (IAP) (NIMS forms) and department tactical worksheet		
3. Identifies, assigns and accounts for resources (ICS Form 204)		
4. Develops IMS/ICS structure to direct, control, and coordinate response and recovery operations (ICS Form 203)		
5. Evaluates the effectiveness and overall safety of the operations (ICS Form 215A) and evaluates as required		
6. Adjusts strategy and tactics as required		
7. Provides appropriate notifications and emergency plan activations as required by the AHJ		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 11 - Producing Operational Plan/Incident Action Plan (IAP) for a multiple unit emergency (actual or simulated)

5.6.1

Description:

These tasks will be completed during a simulated incident. The candidate may complete the tasks during an approved officer development program or under direction of the training division of their respective department or by the company officer of equal or higher rank.

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. The candidate will complete the written plans for an operational period of a multi-unit emergency.
2. Attach copies of any department worksheets, I.M.S. organizational chart, and any NIMS forms (201-Incident Briefing, 202-Incident Objectives etc.) that were applicable.
3. The candidate will include a brief narrative describing the incident and actions taken for mitigation.

NOTE: Blank ICS forms can be downloaded from the FEMA ICS Resource Center at <http://training.fema.gov>

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.6.2 (NFPA 1021, 2014 edition) Emergency Service Delivery	Sheet Number: 12	
Primary Tasks: Developing and conducting a post-incident analysis (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Gathers the materials required to conduct a post-incident analysis		
2. Identifies representatives to attend the post-incident analysis and establishes appropriate meeting date		
3. Facilitates the post-incident analysis (actual or simulated)		
3. Identifies critical elements including strengths and areas for improvement		
4. Completes required department forms		
5. Develops action plan to include training, equipment, and procedural changes required to improve future organizational performance		
6. Communicates the post-incident analysis effectively both verbally and in writing		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 12 - Developing and conducting a post-incident analysis (actual or simulated)

5.6.2

Description:

This task will be completed following an actual or simulated fire. The candidate may complete the task while assigned as a company crew member.

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. Attach the scenario, documented findings, and completed department forms.
2. The post incident analysis will include recommendations for organizational improvement.
3. A formal report will be drafted for the department (actual or simulated) identifying corrective actions to improve future company performance.
4. The candidate will be informed of the time limit in which the task must be completed, if applicable.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.6.3 (NFPA 1021, 2014 edition) Emergency Service Delivery	Sheet Number: 13	
Primary Tasks: Preparing a written report given incident reporting data which identifies service delivery demands for a specific planning area for the AHJ (actual or simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Identifies the planning area from which to gather response information		
2. Researches data for incident call types, number of responses, response times, apparatus responding, etc.		
3. Determines service demands for the response area		
4. Demonstrates the ability to write a clear and concise report		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 13 – Preparing a written report given incident response data which identifies service delivery demands for a specific planning area for the AHJ (actual or simulated)

5.6.3

Description:

This task will be completed as a written report. The candidate may complete the task while assigned as a company crew member, but the report must be submitted to the appropriate training division representative.

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. Include response data for a specific response area within the jurisdiction.
2. The report will identify the major service demands within the given response area.
3. Attach the written report to the appropriate training division representative.

Colorado Metropolitan Certification Board

Fire Officer II Performance Evaluation

Objectives: 5.7.1 (NFPA 1021, 2014 edition) Safety	Sheet Number: 14	
Primary Tasks: Analyzing a member's accident, injury, or health exposure history (simulated)		
CANDIDATE PERFORMANCE	Pass	Fail
1. Given a (simulated) case study, the candidate prepares a report, analyzing a member's accident, injury, or health history		
2. Report covers what immediate corrective actions will be taken, if applicable		
3. Report includes recommendations to prevent future recurrence		
4. Candidate uses proper department forms to complete required documentation		
5. Communicates effectively in the written report		
OVERALL RESULTS (must pass all steps)		
Evaluator Comments		
Department:		
Candidate (Print):	ID Number:	
Candidate (Sign):		
Company Evaluating Officer (Sign):		
Training Chief or Designee (Sign):		

Instruction to Evaluators

Sheet Number 14 - Analyze a member's accident, injury, or health exposure history (simulated)

5.7.1

Description:

This task will be completed during a simulated incident. The candidate may complete the task during an approved officer development program under direction of the training division, or as a company crew member.

The candidate will review and analyze accidents, injury, or health exposures by consulting with the department representative with the most qualifications for this information.

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. The candidate will make recommendations to correct the situations and attach copies of the report along with the rationale for their recommendations.