



**Fire Officer 2  
NFPA 1021, 2014 Edition  
Practical Skills Test**



CANDIDATE #

Station #: FO2 - 1

**JPR:** NFPA 1021 5.2.1, 5.2.1 (A), 5.2.1 (B), 5.2.2, 5.2.2 (A), 5.2.2 (B)

Evaluate & Maximize Member Performance		Possible Points	Score
1	Reviews firefighter's job performance	1	
2	Reviews applicable department forms and policies	1	
3	Completes performance evaluation form	1	
4	Identifies acceptable behavior	1	
5	Identifies unacceptable behavior	1	
6	Communicates evaluation to firefighter	1	
7	Counsels unacceptable behavior	1	
8	Writes memo to supervisor summarizing the evaluation and counseling session	1	
		Total 8	
		% Score	

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

<b>Evaluator Name:</b>	<b>Evaluator Signature:</b>	<b>PASS / FAIL</b> <i>(Circle one)</i>
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CANDIDATE #

Fire Officer 2
NFPA 1021, 2014 Edition
Practical Skills Test

Station #: FO2 - 1

STATION:

Evaluate and Maximize Member Performance

OBJECTIVE:

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.
Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

JPR:

NFPA 1021 5.2.1, 5.2.1 (A), 5.2.1 (B), 5.2.2, 5.2.2 (A), 5.2.2 (B)

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The candidate will be given a document outlining the performance of a member over the past month. The candidate must review the member's performance in comparison to department policy. The candidate will complete the performance evaluation form for the member so that the acceptable and unacceptable behavior is accurately reported. The candidate will communicate the content of the performance evaluation to the member and provide counseling for the improvement of unacceptable behavior. The candidate will write a memo to the supervisor summarizing the evaluation and counseling session. The candidate will be given forty (40) minutes to complete the performance evaluation, ten (10) minutes to complete the counseling session and ten (10) minutes to write the memo. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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Practical Skills Test**



CANDIDATE #

Station #: FO2 - 2

**JPR:** NFPA 1021 5.2.3, 5.2.3 (A), 5.2.3 (B)

Create Professional Development Plan		Possible Points	Score
1	Reviews civil service announcement	1	
2	Reviews firefighter's resume	1	
3	Develops professional development plan for firefighter	1	
4	Identifies training topics firefighter requires for the position	1	
5	Plan contains content that enhances firefighter eligibility	1	
6	Plan contains timeline that supports firefighter eligibility	1	
7	Plan results in firefighter eligibility	1	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

<b>Evaluator Name:</b>	<b>Evaluator Signature:</b>	<b>PASS / FAIL</b> <i>(Circle one)</i>
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# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 2

**STATION:**

Create Professional Development Plan

**OBJECTIVE:**

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

**JPR:**

*NFPA 1021 5.2.3, 5.2.3 (A), 5.2.3 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The Fire Officer 2 candidate, given a firefighter's resume and the requirements for promotion, shall create a professional development plan for the firefighter to become eligible to take the Lieutenant civil service examination. The candidate will be given thirty (30) minutes to complete the professional development plan. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 3

JPR: NFPA 1021 5.3.1, 5.3.1 (A), 5.3.1 (B)

Explain Benefits of Cooperating with Allied Organizations		Possible Points	Score
1	Identifies one issue that may arise from the event	1	
2	Identifies one allied organization that can assist with managing the issue	1	
3	Identifies the benefit of working with the organization to manage the issue	1	
4	Writes memo to chief outlining the issue and how the allied organization can assist	1	
5	Communicates orally to summarize findings	1	
		Total 5	
		% Score	

POINTS	% SCORE
5	100%
4	80%
3	60%
2	40%
1	20%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 3

**STATION:**

Explain Benefits of Cooperating with Allied Organizations.

**OBJECTIVE:**

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

**JPR:**

NFPA 1021 5.3.1, 5.3.1 (A), 5.3.1 (B)

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The candidate will be given an event that has been planned to take place in the community. The candidate will identify one (1) issue that may arise from the event and identify one (1) external organization in the community that will be able to assist with addressing the issue. The candidate will write a memo to the chief identifying and justifying his/her findings and present an oral report summarizing the findings. The candidate will be given fifteen (15) minutes to complete the written portion of this task and three (3) minutes for the oral report.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 4

JPR:

NFPA 1021 5.4.1, 5.4.1 (A), 5.4.1 (B), 5.4.6, 5.4.6 (A), 5.4.6 (B)

Develop Policy & Plan to Implement		Possible Points	Score
1	Identifies a current policy that requires modification	1	
2	Identifies problems/shortfalls with current policy	1	
3	Identifies a policy change recommendation	1	
4	Recommendation is documented in proper format	1	
5	A plan for implementation is documented	1	
6	Existing policies and procedures are followed	1	
7	Recommendation shall be clear, concise and complete	1	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

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**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 4

**STATION:**

Develop Policy & Plan to Implement

**OBJECTIVE:**

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.

**JPR:**

*NFPA 1021 5.4.1, 5.4.1 (A), 5.4.1 (B), 5.4.6, 5.4.6 (A), 5.4.6 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The candidate will be given a current fire department policy that requires revision. The candidate shall make a written recommendation for change that identifies and corrects the existing problem and recommends an implementation plan. The candidate will be given thirty (30) minutes to complete the station. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 5

JPR:

NFPA 1021 5.4.2, 5.4.2 (A), 5.4.2 (B)

Develop Project Budget		Possible Points	Score
1	Reviews departmental policies regarding budget development	1	
2	Identifies budget goal	1	
3	Identifies total capital costs for each year	1	
4	Identifies total operating costs for each year	1	
5	Identifies total personnel costs for each year	1	
6	All costs are free from calculation errors	1	
7	All costs are justified	1	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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Fire Officer 2
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CANDIDATE #

Station #: FO2 - 5

STATION:

Develop Project Budget

OBJECTIVE:

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

JPR:

NFPA 1021 5.4.2, 5.4.2 (A), 5.4.2 (B)

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The candidate will be given a scenario for a fire prevention education project. The candidate will use the information provided to develop a budget request form that identifies the cost for the fire department to take on the project, in accordance with NYS Fire Officer 2. The candidate will be given thirty (30) minutes to complete the budget request form. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 6

**JPR:** NFPA 1021 5.4.5, 5.4.5 (A), 5.4.5 (B)

Prepare Report from FD Records		Possible Points	Score
1	Reviews fourth quarter staffing schedule	1	
2	Writes a report to the Chief	1	
3	Report identifies minimum staffing exceptions	1	
4	Report identifies sick leave usage in accordance with the SOP	1	
5	Report identifies resource commitments in accordance with the SOP	1	
6	Report identifies trends and variances that need further review	1	
7	Report is free of spelling and grammatical errors	1	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

<b>Evaluator Name:</b>	<b>Evaluator Signature:</b>	<b>PASS / FAIL</b> <i>(Circle one)</i>
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CANDIDATE #

# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 6

**STATION:**

Prepare Report from FD Records

**OBJECTIVE:**

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.

**JPR:**

NFPA 1021 5.4.5, 5.4.5 (A), 5.4.5 (B)

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The Fire Officer 2 candidate, given a staffing schedule for the fourth quarter of the previous year, shall prepare a report that identifies the trends and variances using the SOP as a guide and in accordance with NYS Fire Officer 2. The candidate will be given thirty (30) minutes to complete the report. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 7

JPR: NFPA 1021 5.6.3, 5.6.3 (A), 5.6.3 (B)

Prepare Report Given Incident Data		Possible Points	Score
1	Analyzes first quarter incident data	1	
2	Writes a report to the Chief	1	
3	Report shows the correct total number of calls during the first quarter	1	
4	Report identifies totals by NFIRS incident series	1	
5	Report identifies percentages of total for each NFIRS incident series	1	
6	Report draws a conclusion from the data provided that may impact programs or services	1	
7	Report makes a recommendation from the conclusion drawn	1	
8	Report is free of spelling and grammatical errors	1	
		Total 8	
		% Score	

8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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CANDIDATE #

Fire Officer 2
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Station #: FO2 - 7

STATION:

Prepare Report Given Incident Data

OBJECTIVE:

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

JPR:

NFPA 1021 5.6.3, 5.6.3 (A), 5.6.3 (B)

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 2 candidate, given incident response data for the first quarter of the previous year will organize the incident data to provide totals by NFIRS incident series. The candidate will prepare a report to the chief that summarizes the data totals by incident series and provides a percentage of total for each series. The report will also provide a conclusion and recommendation drawn from the data that may impact fire department programs or services, in accordance with NYS Fire Officer 2. The candidate will be given forty-five (45) minutes to complete the report. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



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CANDIDATE #

Station #: FO2 - 8

JPR: NFPA 1021 5.6.1, 5.6.1 (A), 5.6.1 (B)

Produce Operational Plans		Possible Points	Score
1	Completes assessment of current situation	1	
2	Establishes incident command system	1	
3	Determines primary incident concerns and gives size up of initial conditions	1	
4	Develops initial incident objectives for current operational period	1	
5	Assigns resources to accomplish the objectives	1	
6	Objectives address life safety, incident stabilization, and property conservation	1	
7	Ensures the safety and accountability of all personnel	1	
8	Determines the need for more resources	1	
		Total 8	
		% Score	

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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CANDIDATE #

# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 8

**STATION:**

Produce Operational Plans

**OBJECTIVE:**

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.

**JPR:**

*NFPA 1021 5.6.1, 5.6.1 (A), 5.6.1 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The Fire Officer 2 candidate, given a scenario requiring multi-unit operations and a list of resources, will assess the incident and assign resources to mitigate the incident in accordance with NYS Fire Officer 2. The candidate will be given thirty (30) minutes to complete this task. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test



CANDIDATE #

Station #: FO2 - 9

**JPR:** NFPA 1021 5.4.4, 5.4.4 (A), 5.4.4 (B)

Prepare a News Release		Possible Points	Score
1	Reviews details of event	1	
2	Writes news release describing the event	1	
3	News release is accurate	1	
4	News release is not subjective	1	
5	News release is properly formatted	1	
6	News release contains contact information	1	
7	News release is free of spelling and grammatical errors	1	
		Total 7	
		% Score	

POINTS	% SCORE
7	100%
6	86%
5	71%
4	57%
3	43%
2	29%
1	14%
0	0%

<b>Evaluator Name:</b>	<b>Evaluator Signature:</b>	<b>PASS / FAIL</b> <i>(Circle one)</i>
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CANDIDATE #

Fire Officer 2
NFPA 1021, 2014 Edition
Practical Skills Test

Station #: FO2 - 9

STATION:

Prepare a News Release

OBJECTIVE:

Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

JPR:

NFPA 1021 5.4.4, 5.4.4 (A), 5.4.4 (B)

EQUIPMENT:

- Pen/Pencil
Stopwatch or suitable timing device

INSTRUCTIONS:

The Fire Officer 2 candidate, given an event, shall write a news release that accurately outlines the details of the event in accordance with NYS Fire Officer 2. The candidate will be given fifteen (15) minutes to complete the news release. The candidate must achieve a score of 70% or higher on this station.

COMMENTS: (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 10

JPR: NFPA 1021 5.5.1, 5.5.1 (A), 5.5.1 (B)

Determine Point of Origin		Possible Points	Score
1	Reviews pictures, sketches and information provided	1	
2	Documents a preliminary investigation in writing	1	
3	Identifies area of greatest damage	1	
4	Identifies area of origin	1	
5	Identifies point of origin	1	
6	Identifies material first ignited	1	
7	Determines preliminary cause of fire	1	
8	Determines if scene needs to be referred to another authority	1	
		Total 8	
		% Score	

8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 10

**STATION:**

Determine Point of Origin

**OBJECTIVE:**

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 so that law enforcement action is taken.

**JPR:**

*NFPA 1021 5.5.1, 5.5.1 (A), 5.5.1 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The candidate, given fire scene documentation, will determine the point of origin and preliminary cause of fire and also determine if the scene should be referred to another authority in accordance with NYS Fire Officer 2. The candidate will be given thirty (30) minutes to complete the station. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test



CANDIDATE #

Station #: FO2 - 11

**JPR:** NFPA 1021 5.7.1, 5.7.1 (A), 5.7.1 (B)

Analyze a Member's Accident or Injury		Possible Points	Score
1	Completes assessment of events surrounding the injury	1	
2	Writes a report to the supervisor summarizing the injury	1	
3	The report completely and accurately identifies the cause of the injury	1	
4	The report identifies what happened after the injury	1	
5	The report identifies recommendations to the supervisor pertaining to the employee	1	
6	The report identifies recommendations to the supervisor pertaining to all employees	1	
7	The recommendations are supported by the information obtained	1	
8	Report is free of spelling and grammatical errors	1	
		Total 8	
		% Score	

POINTS	% SCORE
8	100%
7	88%
6	75%
5	63%
4	50%
3	38%
2	25%
1	13%
0	0%

<b>Evaluator Name:</b>	<b>Evaluator Signature:</b>	<b>PASS / FAIL</b> <i>(Circle one)</i>
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# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test



CANDIDATE #

Station #: FO2 - 11

**STATION:**

Analyze a Member's Accident or Injury

**OBJECTIVE:**

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

**JPR:**

*NFPA 1021 5.7.1, 5.7.1 (A), 5.7.1 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The Fire Officer 2 candidate, given a scenario regarding a member injury, will analyze the facts leading up to the injury and summarize his/her findings along with recommendations for corrective action in a memo to the supervisor and in accordance with NYS Fire Officer 2. The candidate will be given thirty (30) minutes to complete this task. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)



**Fire Officer 2  
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CANDIDATE #

Station #: FO2 - 12

JPR: NFPA 1021 5.6.2, 5.6.2 (A), 5.6.2 (B)

Develop & Conduct a Post Incident Analysis		Possible Points	Score
1	Review details about the incident	1	
2	Completes the PIA form	1	
3	Incident overview provided	1	
4	Incident priorities identified	1	
5	Incident assignments identified	1	
6	Incident strategies and tactics identified	1	
7	Safety and/or SOP violations identified	1	
8	Recommendations documented	1	
9	PIA presented orally	1	
10	PIA complies with department policies	1	
		Total 10	
		% Score	

POINTS	% SCORE
10	100%
9	90%
8	80%
7	70%
6	60%
5	50%
4	40%
3	30%
2	20%
1	10%
0	0%

Evaluator Name:	Evaluator Signature:	<b>PASS / FAIL</b> (Circle one)
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CANDIDATE #

# Fire Officer 2 NFPA 1021, 2014 Edition Practical Skills Test

Station #: FO2 - 12

**STATION:**

Develop & Conduct a Post Incident Analysis

**OBJECTIVE:**

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.

**JPR:**

*NFPA 1021 5.6.2, 5.6.2 (A), 5.6.2 (B)*

**EQUIPMENT:**

- Pen/Pencil
- Stopwatch or suitable timing device

**INSTRUCTIONS:**

The Fire Officer 2 candidate, given a multi-unit incident, will document and conduct a post incident analysis so that all critical elements are identified in accordance with NYS Fire Officer 2. The candidate will be given twenty (20) minutes to complete the PIA form and ten (10) minutes to present the PIA orally. The candidate must achieve a score of 70% or higher on this station.

**COMMENTS:** (Reasons for any failure must be clearly documented here)