



CANDIDATE #

	Evaluate & Maximize Member Performance	Possible Points	Score
1	Completes performance evaluation form	1	
2	Identifies at least one acceptable behavior	1	
3	Identifies at least one unacceptable behavior	1	
4	Communicates evaluation to firefighter verbally	1	
5	Counsels unacceptable behavior, providing at least one recommendation for improvement	1	
6	Performance evaluation is consistent with applicable department forms and policies	1	
7	Writes memo to supervisor summarizing the evaluation and counseling session	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:	PASS / FAIL
		(Circle one)



Fire Officer 2 NFPA 1021, 2020 Edition



CANDIDATE #

Station #:

FO2 - 1

Practical Skills Test

		_			
S	ГΛ	TI	\mathbf{n}	NI	•
. J		1	v	ıv	•

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 & 5.2.2

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.





CANDIDATE #

	Create Professional Development Plan	Possible Points	Score
1	Develops professional development plan for firefighter	1	
2	Plan identifies all training topics required for the position	1	
3	Recommended training items do not have schedule overlaps	1	
4	Plan contains at least three items that enhances firefighter eligibility	1	
5	Plan contains a timeline that supports firefighter eligibility	1	
6	Plan results in firefighter eligibility	1	
7	Plan contains at least one additional career recommendation	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:	PASS / FAIL
		(Circle one)





CANDIDATE #

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
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.





CANDIDATE #

	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 at least two benefits of working with the organization to manage the issue	2	
4	Writes memo to chief outlining the issue and how the allied organization can assist	1	
5	Communicates orally to summarize findings	1	
		Total	
		6	
		%	
		Score	

POINTS	% SCORE
6	100%
5	83%
4	67%
3	50%
2	33%
1	17%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





CANDIDATE #

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 5.3.2	
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.





CANDIDATE #

IPR:	NFPA 1021 5.4.1 & 5.4.6
1 11.	

	Develop Policy & Plan to Implement	Possible Points	Score
1	Identifies why the issue requires a policy to address it	1	
2	Produces a policy to address the issue	1	
3	The new policy recommends at least one solution to the issue	1	
4	The new policy addresses at least one personnel safety item	1	
5	A plan for implementation is documented	1	
6	Existing policies and procedures are followed	1	
7	The new policy is 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%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





CANDIDATE #

Station #: FO2 - 4

Station II. 1 02 1	Tractical Citing Tool
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 supportive manner.
JPR:	NFPA 1021 5.4.1 & 5.4.6
EQUIPMENT:	Pen/Pencil Stopwatch or suitable timing device
INSTRUCTIONS:	The candidate will be given a current issue that requires a policy to address. The candidate shall write a policy that identifies the issue and provides guidance regarding the issue. 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.





CANDIDATE #

	Develop Procedure & Plan to Implement	Possible Points	Score
1	Candidate provides an overview of the problem from the information given	1	
2	Overview identifies at least one modern fire dynamic that is enhancing the problem	1	
3	Candidate identifies a target location and/or population from their response area	1	
4	Produces a procedure to educate the target from #3 about the issue	1	
5	The procedure includes a focus on minimizing at least one personnel safety item	1	
6	The procedure includes a focus on minimizing at least one public safety item	1	
7	A plan for implementation is documented	1	
8	Existing policies and procedures are followed	1	
9	The new procedure is clear, concise and complete	1	
1		Total	
		9	
		, ,	
		% Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)



Fire Officer 2



CANDIDATE #

Station # : FO2 - 4	Practical Skills Test	ACCREDITATION
STATION:	Develop Procedure & 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.

ı	D	D	•
J	Г	n	•

NFPA 1021 5.4.1 & 5.4.6

EQUIPMENT:

- Pen/Pencil
- Stopwatch or suitable timing device

INSTRUCTIONS:

The candidate will be given a current issue that requires a policy or procedure to address. The candidate shall write a policy/procedure that identifies the issue and provides guidance regarding the issue. 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.





CANDIDATE #

JPR:	NFPA 1021 5.4.2	
JFN.		

	Develop Project Budget	Possible Points	Score
1	Identifies the budget goal	1	
2	Identifies total capital costs for year 1	1	
3	Identifies total operating costs for each year	2	
4	Identifies total personnel costs for each year	2	
5	All costs are free from calculation errors	1	
6	All costs are justified	3	
7	All work is shown and clearly based upon the scenario data given	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%
5	45%
4	36%
3	27%
2	18%
1	9%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)



Fire Officer 2



CANDIDATE #

Station #: FO2 - 5

THE OTHER		
NFPA 1021, 2020 Edition		
Practical Skills Test		

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
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.





CANDIDATE #

IPR:	NFPA 1021 5.4.5
------	-----------------

	Prepare Report from FD Records	Possible Points	Score
1	Candidate writes a report relative to the topic assigned	1	
2	Report contains an evaluation of the data given	1	
3	Candidate establishes their position in the report	1	
4	Candidate justifies their position with data and/or prior knowledge of the topic	1	
5	Report contains at least one recommendation	1	
6	A timeline for the implementation of the recommendation is provided	1	
7	Report identifies how candidate would present their position and recommendations to community and government stakeholders	1	
8	Report identifies at least one item requiring further review	1	
9	Report is free of spelling and grammatical errors	1	
		Total 9 %	
		Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





CANDIDATE #

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
EQUIPMENT:	Pen/Pencil Stopwatch or suitable timing device
	The Fire Officer 2 candidate, given data regarding station closure(s), shall prepare a report
INSTRUCTIONS:	that identifies a recommendation on the matter that is justified. 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.





CANDIDATE #

JPR: NFP.	A 1021 5.6.3
-----------	--------------

	Prepare Report Given Incident Data	Possible Points	Score
1	Uses the incident data to write a report to the Chief	1	
2	Report shows the correct total number of calls during the first quarter	1	
3	Report identifies totals by NFIRS incident series	1	
4	Report identifies correct percentages of determined total for at least 7 out of 9 of the NFIRS incident series	1	
5	Report draws one conclusion from the data provided	1	
6	The potential impact to programs or services is explained	1	
7	One recommendation is detailed to remedy the potential impact	1	
8	Report is free of spelling and grammatical errors	1	
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:	PASS / FAIL
		(Circle one)





CANDIDATE #

Station #: FO2 - 7

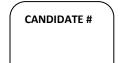
STATION:	Prepare Report Given Incident Data	
OBJECTIVE:	Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.	
JPR:	NFPA 1021 5.6.3	
EQUIPMENT:	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.







Station #: FO2 - 8

JPR: NFPA 1021 5.6.1

	Produce Operational Plans	Possible Points	Score
1	Establishes incident command system	1	
2	Provides size up of initial conditions	1	
3	Identifies primary incident concerns	1	
4	Develops initial incident objectives for current operational period	1	
5	Assigns resources to accomplish life safety	1	
6	Assigns resources to accomplish incident stabilization	1	
7	Assigns resources to accomplish property conservation	1	
8	Ensures the safety of all personnel	1	
9	Ensures the accountability of all personnel	1	
10	Determines the need for more resources	1	
		Total 10	
		% Score	

POINTS	% SCORE
10	100%
9	90%
8	80%
7	70%
6	60%
5	50%

POINTS	% SCORE
4	40%
3	30%
2	20%
1	10%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





CANDIDATE #

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	
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.	
	uns stauon.	





CANDIDATE #

JPR:	NFPA 1021 5.4.4
------	-----------------

	Prepare a Media Release	Possible Points	Score
1	Media release describes the event	1	
2	At least one matter of public concern is addressed	1	
3	Information contained in the release is accurate	1	
4	Information provided is not subjective	1	
5	Media release is double spaced	1	
6	Contact information is included	1	
7	Media 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%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)



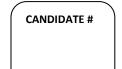


CANDIDATE #

STATION:	Prepare a News Release		
OBJECTIVE:	Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly.		
JPR:	NFPA 1021 5.4.4		
EQUIPMENT:	 Pen/Pencil Stopwatch or suitable timing device 		
INSTRUCTIONS:	The Fire Officer 2 candidate, given an event, shall write a media 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: (Re	COMMENTS: (Reasons for any failure must be clearly documented here)		







IPR:	NFPA 1021 5.5.1
rn.	

	Determine Area of Origin	Possible Points	Score
1	Reviews pictures, sketches and information provided	1	
2	Documents a preliminary investigation in writing	1	
3	Candidate reports how the fire scene will be secured	1	
4	Identifies area of greatest damage	1	
5	Identifies area 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:	PASS / FAIL
		(Circle one)





CANDIDATE #

Station #: FO2 - 10

STATION:	Determine Point of Origin
OBJECTIVE:	Determine the area 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
EQUIPMENT:	Pen/Pencil Stopwatch or suitable timing device
INSTRUCTIONS:	The candidate, given fire scene documentation, will determine the area 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.





CANDIDATE #

	Analyze a Member's Accident or Injury	Possible Points	Score
1	Writes a report to the supervisor summarizing the injury	1	
2	The report accurately identifies at least one cause of the injury	1	
3	The report identifies what happened after the injury	1	
4	The report identifies at least one SOP violation	1	
5	The report identifies at least one recommendation to the supervisor pertaining to the employee	1	
6	The recommendations are supported by the information obtained	1	
7	The report identifies at least one recommendation to the supervisor pertaining to all employees	1	
8	The recommendations are supported by the information obtained	1	
9	Report is free of spelling and grammatical errors	1	
		Total	
		9 %	
		% Score	

POINTS	% SCORE
9	100%
8	89%
7	78%
6	67%
5	56%
4	44%
3	33%
2	22%
1	11%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





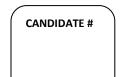
CANDIDATE #

Station #: FO2 - 11

Analyze a Member's Accident or Injury	
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.	
NFPA 1021 5.7.1	
Pen/Pencil Stopwatch or suitable timing device	
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.	







	Develop & Conduct a Post Incident Analysis		Score
1	Completes the PIA form	1	
2	Incident overview provided	1	
3	At least one incident priority identified	1	
4	Incident strategy identified	1	
5	At least two incident assignments identified	1	
6	At least one safety and/or SOP violation identified	1	
7	At least one of each recommendation documented	3	
8	PIA presented orally	1	
9	PIA complies with department policies	1	
		Total	
		12 %	
		% Score	

POINTS	% SCORE
12	100%
11	92%
10	83%
9	75%
8	67%
7	58%
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL	
		(Circle one)	





CANDIDATE #

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	
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.	





CANDIDATE #

	Implement Community Risk Reduction	Possible Points	Score
1	At least two threats to the community are determined	2	
2	A target population is chosen	1	
3	At least one risk from each threat is selected and justified	2	
4	A plan is developed that identifies the means through which the fire department will attempt to reduce the risks to the community	1	
5	The plan utilizes multiple companies or groups from the department	1	
6	Personnel roles and skillsets are identified	1	
7	Equipment needs are identified	1	
8	The format of the risk reduction initiative is communicated (in person, virtual)	1	
9	A method to evaluate the effectiveness of the plan is documented	1	
		Total 11	
		% Score	

POINTS	% SCORE
11	100%
10	91%
9	82%
8	73%
7	64%
6	55%
5	45%
4	36%
3	27%
2	18%
1	9%
0	0%

Evaluator Name:	Evaluator Signature:	PASS / FAIL
		(Circle one)





CANDIDATE #

Station #: FO2 - 13

STATION:	Implement Community Risk Reduction
OBJECTIVE:	Supervise multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed.
JPR:	NFPA 1021 5.3.1
31 111	
EQUIPMENT:	Pen/Pencil Stopwatch or suitable timing device
INSTRUCTIONS:	The Fire Officer 2 candidate, given multiple risks to the community, will identify which are most prevalent in his/her community. The candidate will then determine how to implement a prevention program geared towards reducing the impact that those risks pose to the community. The candidate will be given thirty (30) minutes to complete this station. The candidate must achieve a score of 70% or higher on this station.