



FIRE OFFICER I

NFPA 1021, 2009 Edition

4.4 Administration
4.4.1 and 4.4.2 Administration
Standard Area: Administration

JPR# FOI-8
 Revised 2/25/2010

Candidate: _____ **Date:** _____

ID#: _____

STANDARD: 4.4.1 NFPA 1021, 2009 Edition	TASK: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
STANDARD: 4.4.2 NFPA 1021, 2009 Edition	TASK: Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and recommend change to existing policy or create new policy that needs to be established. Following the approval of such policy, the candidate will provide this policy as new information and provide an implementation to the company training members. Candidate will then update or make changes to any report forms, logs or filing systems that are affected by the implementation of the new or revised policy.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Company members. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Show understanding and personal compliance with New Policy.				
2.	Describe New Policy in a manner understandable to the members.				
3.	Answer questions correctly with regard to the New Policy, if any.				
4.	Demonstrate how New Policy requires form/reports to be completed.				
5.	Adequately communicate information verbally and in writing.				
6.	Communicate why the New Policy is necessary.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**