



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards & Training

**FIRE OFFICER I TASK BOOK**

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	PHONE NUMBER	FCDICE STUDENT ID NUMBER	
DATE TASK BOOK INITIATED	DATE TASK BOOK COMPLETED		

**ATTEST:** The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

*Signature of Applicant*

*Date*

*Signature of Fire Chief, Agency Head or Designee*

*Printed Name of Fire Chief, Agency Head or Designee*

*Date*

**PURPOSE OF THIS TASK BOOK:** This task book is an evaluative tool designed to document that a candidate has demonstrated certain requisite skills required to meet a specific NFPA 1021 job performance requirement. Selected skill objectives in this task book are a supplement to the student learning outcomes and objectives met by successfully completing the Fire Officer I program curriculum.

**EXPECTATION OF CANDIDATE:** The Fire Officer I candidate is solely responsible for the maintenance, completion, and submission of this task book.

**EXPECTATIONS OF EVALUATOR:** The evaluator is a direct supervisor, training officer or person designated by Fire Chief or Agency Head who is responsible for overseeing the performance or activity of the candidate. The evaluator documents first hand observation of the requisite skills of candidate, and attests by signature when task(s) has been demonstrated. Evaluator must sign / enter their FL Instructor ID # or Officer Cert. # on this form. The Division shall designate an alternate evaluator independent of the candidate's employing Fire Service Provider at the request of the candidate. This alternate evaluator shall be a Florida Certified Fire Officer and Florida Certified Instructor.

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<i>General Reference to NFPA 1021 Standard</i>		<i>Evaluator Signature (Print &amp; Sign Name)</i>	<i>Instructor ID Number or Officer Cert. Number</i>	<i>Date</i>
4.1	<u>General Requirements:</u>			
4.1.2	Demonstrated ability to effectively communicate in writing; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; effectively operate at all levels in the incident management system utilized by the local agency.			
4.2	<u>Human Resource Management:</u>			
4.2.1	Demonstrated ability to assign tasks to unit members at an emergency incident using complete, clear and concise			

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	instructions with safety considerations being addressed.			
4.2.2	Demonstrated ability to assign tasks to unit members at a nonemergency incident using complete, clear and concise instructions with safety considerations being addressed.			
4.2.3	Demonstrated ability to direct unit members efficiently during a training evolution in accordance with safety plans as directed.			
4.2.5	Demonstrated ability to apply agency human resource policies and procedures when administrative action is required by the agency.			
4.2.6	Demonstrated ability to coordinate the completion of assigned tasks or projects; ability to prioritize and plan; ability to assign tasks to agency members, supervise, and insure completion of assignments.			
4.3	<u>Community &amp; Government Relations:</u>			
4.3.1	Demonstrated ability to initiate action on a community based need.			
4.4	<u>Administration:</u>			
4.4.2	Demonstrated ability to perform basic unit-level administrative functions; complete and file reports according to agency policies and procedures.			
4.5	<u>Inspection and Investigation:</u>			
4.5.1 4.5.2	Demonstrated ability to identify hazards; identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout a building or from one building to another. Demonstrated ability to conduct a pre-incident inspection or pre-plan activity and complete required documents and forms as determined by the agency's policies and procedures.			
4.6	<u>Emergency Service Delivery:</u>			
4.6.3	Demonstrated ability to conduct a single unit post-incident analysis according to policies and procedures of the agency.			
4.7	<u>Health and Safety:</u>			
4.7.2	Demonstrated ability to conduct an initial accident review or investigation; communicate orally or in writing while conducting the review or investigation; take notes or complete forms or documents when required by the policies and procedures of the agency.			