

Red Oak Fire Rescue
Company Officer Development Packet



Officer Development Task Book

Name: _____ # _____

Shift: _____ **Station:** _____

Date Packet Assigned _____

Date Packet Completed _____

Red Oak Fire Rescue
Company Officer Development Packet

Time Lines and Requirements

This packet serves to prepare future company officers for the position(s) listed below:

Station Officer

Minimum Requirements for certification: POSITION	SERVICE TIME REQUIRED	PRE-REQUISITE WORK
Driver/Operator	6 months as a ranked Driver/Operator with Red Oak Fire Rescue	TCFP Basic Firefighter, TCFP Driver-Operator, TCFP Fire Officer I, non-probationary status, EMT-B or higher, ICS 100, 200, 300, 700, 800

Company Officer Development Task Book

PURPOSE

This company officer development task book is a written record of the minimum required training and experience necessary to achieve a specific position or rank. The packet will assist you by serving as a *road map* to guide you through the specific tasks you must perform and the training you must complete in order to ride up out of class as a Captain. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and adequately function in that position, without placing the public, your fellow firefighters, or you at unnecessary risk.

DEFINITIONS

Codes: The codes for this step-up packet are:

- AD - Administrative Duties
- CT - Company Training
- ES - Emergency Scene Operations at an Emergency Scene
- FT - Formal Training
- NF - National Fire Academy Training Completed via National Fire Academy
- OD - Other duties as assigned
- ST - Special Training or Training Not Covered Above
- TCFP- Training received through TCFP
- TC - Training completed in the classroom

Red Oak Fire Rescue
Company Officer Development Packet

VA- Verified Achievements

Completion: Successful accomplishment of all requisite skills and knowledge.

Conduct: Lead and direct the major elements of the activity.

Demonstrate: Perform the manipulative skills and physical actions necessary for the task.

Evaluator: A person identified as an Evaluator by the department's Fire Chief or designee.

Starting the Step- up Packet

To initiate a step-up packet and begin training to qualify for a step-up Captain, follow these steps:

1. Meet with your supervisor to determine that you are eligible to begin a task book. To be eligible for the company officer's task book, you must have completed 6 months of service as a Driver/Operator.
2. Meet with the Training Officer, to review the guidelines and procedures on completing the packet.

SIGNING OFF TASKS AND TRAINING

When you perform a specified task competently and proficiently, the designated evaluator may sign off that task by entering the date of completion, the completion code, the evaluator's I.D. number, and the evaluator's signature. Your evaluator(s) must hold a rank of Captain or higher. You may use multiple evaluators.

Within thirty (30) calendar days of receiving your task book, you must meet with the Training Officer and have your past accomplishments evaluated for use in the process. Any classes that you have previously taken will be reviewed and a determination will be made as to whether your classes can be used to sign off any of the required classes in the packet. After the 30 day period, you will not be allowed to ask for class equivalencies to be awarded. Signing off education and certification requirements is accomplished by attaching a copy of your certificate verifying your certification and signing off those lines of the step-up packet.

Upon completion of the company officer step-up packet, the member should make and retain a copy. The original will be sent to the Training Officer where it will be kept on file.

FUTURE COMPANY OFFICER, QUALIFICATION

Candidate must have a minimum of 3 years and 6 months of full-time service with Red Oak Fire Department to start the Company Officer Task Book. Completion of this packet is intended to ensure proficiency in all phases of a company officer. Candidate must demonstrate mastery of the tasks and skills listed in the company officer step-up packet in order to be signed off as completed.

Red Oak Fire Rescue
Company Officer Development Packet

REVISION OF THE COMPANY OFFICER TASK BOOK

The task book may be changed from time to time. To remain current, personnel may be required to complete new sections of the company officer step-up packet previously completed in order to maintain qualification. The Training Officer shall review the book for completeness and accuracy. If it is correct, the Training Officer shall sign it and award the member written documentation that the member is qualified for that position. The member will be eligible for assignment to that position at the next available opening.

RETESTING AND RETRAINING

When in the opinion of a supervisor, a member’s performance does not demonstrate a competent ability of one or more tasks signed off in the Company officer step-up packet, the member may be required to retrain and retest on those tasks.

At the discretion of the Training Officer, the member will be subject to remedial training until completion of any designated training requirements and satisfactory completion of those tasks.

ACHIEVEMENT	DATE/CODE	EVALUATOR <small>(Training Chief Only)</small>
Currently has 3 years with ROFR and is good standings		
Currently a Driver/Operator for 6 months		
TCFP Basic Firefighter, TCFP Driver-Operator, TCFP Fire Officer I, non-probationary status, EMT-B or higher, ICS 100, 200, 300, 700, 800		
ADMINISTRATION	DATE/CODE	EVALUATOR
Captain Job Description- The D/O demonstrates an understanding of the job description for Captain to include:		
<ul style="list-style-type: none"> • Job Summary 		

Red Oak Fire Rescue
Company Officer Development Packet

<ul style="list-style-type: none"> • Essential Job Function 		
POLICY AND PROCEDURES	DATE/CODE	EVALUATOR
Review and demonstrate an understanding of the following CORO Policies and ROFR SOP's		
<ul style="list-style-type: none"> • CORO Discipline XII 12.1,12.2 • CORO Conduct XIII 13.6, 13.11-13.14 • CORO Fringe Benefits XX 20.6, 20.7 • CORO Employee Safety XXI 21.1 – 21.5 • CORO Drug Control Policy XXII 22.1-22.13 • CORO Information Systems Policy XXIV 24.1-24.6 • ROFR SOP 101 Compliance • ROFR SOP 103 Attention to Duty • ROFR SOP 108 Overtime Policy • ROFR SOP 600 Tactical Guidelines • ROFR SOP 700,800,900, 2 IN 2 OUT, RIT, MAYDAY • ROFR SOP 1000 ICS • ROFR SOP 1100 Vehicle Safety • ROFR SOP 1400,1500 Carbon Monoxide, Hazmat • ROFR SOP 1600 REHAB 		
COMMUNITY AND GOVERNMENT RELATION (Role Play)	DATE/CODE	EVALUATOR
Initiate action to a citizen's concern, ensuring proper policy and procedure are followed, and the concern is answered or properly referred to the appropriate INDIVIDUAL. (Use Scenario #1) Attach a written report of all your actions		
A non-fire government official has filed a complaint against you and your crew. (Use Scenario 2) Attach a written report of your actions.		
ADMINISTRATION DUTIES AND RESPONSIBILITIES	DATE/CODE	EVALUATOR
The candidate shall implement a new departmental policy at the fire company level, ensuring the policy is understood by all crewmembers. (Use Scenario 3)		

Red Oak Fire Rescue

Company Officer Development Packet

PERSONNEL MANAGEMENT AND LEADERSHIP	DATE/CODE	EVALUATOR
<p>Execute the following routine engine company level administrative functions, using the proper forms and record management systems, ensuring the reports, files, and logs are complete:</p> <ol style="list-style-type: none"> 1. Perform a station briefing. 2. Ensure that your assigned crew and apparatus are prepared and in-service at the beginning of each shift. 3. Ensure that SCBA's, apparatus, and equipment check offs are completed 4. Properly enter a FIRE incident report into Emergency Reporting. Note report number: _____(print copy of report) 5. Properly completed the Workers Comp Folder using <u>Injury Scenario #1</u> (Attached paperwork) 6. Properly enter a training report into Emergency Reporting. Note name of class and date entered. _____ 7. Enter Shift's activity into the Station's daily journal. Note date of entry _____ 8. Enter a Public Education Event into Emergency Reporting documenting # of children and # of Adults 9. Process a time off request. 10. Ensure that all Emergency Reporting reports and EMS are correctly entered before leaving shift. 11. Review and approved a shift swap 12. Review shift personnel time sheet 		

Red Oak Fire Rescue
Company Officer Development Packet

OPERATIONS	DATE/CODE	EVALUATOR	
Perform an initial On-Scene Report at an emergency, and proper radio procedures for initial action assignments for incoming units.			
Demonstrate the proper radio procedures for the duration of an emergency response.			
Demonstrate the operation of the mobile radios, including channel selection, setting to scan, and all control features.			
Take command of 3 (three) incidents. Note Incident Number and Date: Inc # _____ Date ____/____/____ Inc # _____ Date ____/____/____ Inc # _____ Date ____/____/____			
Perform a transfer of command. Type of Incident: _____ Location: _____ Date: _____			
Conduct company performance standards with the station & shift			
Develop and complete a pre-incident plan, as assigned to your fire company. Include a copy of the PIP on the form supplied by the FMO.			
Work as a Step-Up Captain for a minimum of 5 shifts while being shadowed by a superior Company Officer.			
	Shift 1: Date : _____ Station : _____		
	Shift 2: Date : _____ Station : _____		
	Shift 3: Date : _____ Station : _____		
	Shift 4: Date : _____ Station : _____		
	Shift 5: Date : _____ Station : _____		

Red Oak Fire Rescue

Company Officer Development Packet

Perform a briefing regarding your 5 shifts as a SUCP with your Captain.		
TRAINING	DATE/CODE	EVALUATOR
Properly perform an inbox/outbox exercise as assigned by the Training Officer.		
Function as the IC on two simulated exercise using Fire Studio. You will be graded by your Captain and Training Officer. As the first due Captain, assumes command on a 1-alarm working fire. <ul style="list-style-type: none"> • Knowledge of ICS, Size-up • Tactics and Strategy • Assign all resources using the pre-determined assignments 		
Given lesson plan, conduct a training drill to the shift.		
1. Direct crew, ensuring instructions are clear, complete, and concise.		
2. Address all safety considerations.		
3. Ensure that all objectives are covered.		
4. Review results of drill and correct any performances deficiencies.		
VERIFICATION	DATE/CODE	EVALUATOR
1. Receive a letter of recommendation advocating you to perform the duties with riding up out of class, from your shift captain.		
2. Meet with assigned Captain		
3. Meet with assigned Battalion Chief		
5. Battalion Chief communicates results to Deputy and Fire Chief		

Red Oak Fire Rescue
Company Officer Development Packet

COMMUNITY AND GOVERNMENT RELATIONS SCENERIO'S

Scenario 1

A citizen came to your station with the following complaint:

I live just up the road from the fire station #1, and I am tired of you guys speeding down the road in your fire engine every day. It is not only the fire engine but also you guys in your personal vehicles, and I know who you are. I thought I would come to you first before I go talk to the Mayor, who is a friend of mine. If it doesn't stop, I will go speak with him, and file a formal complaint.

Scenario 2

The Assistant Chief just handed you a letter from a City Council member, and he has instructed you, to handle the matter. The Firefighter accused of yelling at the citizen is your senior Firefighter.

The letter reads:

On December 3rd, while watching your "brave" firefighters fight a fire down my street, I witnessed a member of your fire department yelling at a citizen who ran over one of your hoses. This person happens to be my next door neighbor and she is very upset about the matter. She said the firefighter was very rude and threatened to have the police give her a ticket. Is this the way our firefighters are taught to treat the general public? What is so wrong about running over a fire hose anyway? I am very embarrassed over this situation and I would like this firefighter, and whoever is responsible for him, to apologize to my neighbor. I also want the name of these firefighters and I expect to see some disciplinary action taken.

Sincerely,

Gary Carlton

Red Oak Fire Rescue
Company Officer Development Packet

ADMINISTRATION DUTIES AND RESPONSIBILITIES

Scenario #3

Implement the following (simulated) policy to your crew

Date: December 5th, 2014
To: All Fire Personnel
From: Fire Chief
Subject: Mandatory and Random, Drug and Alcohol Testing
Effective: June 1, 2014

To all ROFR Personnel,

I will be implementing a new policy for mandatory and random drug and alcohol testing, effective April 1, 2014. On and from this date forward all fire department employees will be tested randomly every 6 months for alcohol and drug use at the request of any Chief Officer.

In addition to random testing, it will be mandatory that any personnel involved in a motor vehicle accident (including any type of motorized water craft) on their off-time to be tested immediately following the accident.

I ask that Company Officer's speak to their crewmembers to inform them of this upcoming policy. I will be holding shift meetings in April to fully implement this new policy, and I ask that all supervisors support my decision.

Thank you,

Red Oak Fire Rescue
Company Officer Development Packet

EVALUATOR'S VERIFICATION

Evaluator's name and Signature

NAME	SIGNATURE

Company Officer Development Task Book Verification

I certify that

has meet all the requirements and qualifications for riding up out of class.

Assigned Battalion Chief Signature and date

Red Oak Fire Rescue
Company Officer Development Packet

Deputy Fire Chief Printed Name