



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-7

Certification title

Fire Officer 1
ADMINISTRATION
RECOMMEND CHANGES TO EXISTING
DEPARTMENTAL POLICIES

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
4.4.1

Task

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level so that the policy is communicated to and understood by unit members.

Conditions and Outcome

Given an actual or simulated new departmental policy or change in a department policy and policies and procedures, the candidate shall be able to relate interpersonally while implementing a new departmental policy or a change in department policy at the unit level.
The candidate will complete this task with a minimum of 5 items answered correctly.

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1a	Recommend changes to existing department policy; AND						
1b	Implement a new department policy or the changes to an existing policy according to scenario given.						
2	Communicate the new or changed departmental policy content and implications to subordinates in a clear, concise, and understandable fashion.						
3	Clearly explain reasons for new or changed policy.						
4	Ask for feedback and answer members' questions regarding new or changed policy, as applicable.						
5	Demonstrate proper completion of forms required by scenario.						
6	Explain accountability measures appropriate to scenario and according to police, procedures and/or practices.						
Final Test Result for Entire Task							
Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2			
Evaluator signature		Evaluator signature		Evaluator signature		Date	
Date		Date		Date		Date	
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2			
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments			
Candidate signature		Candidate signature		Candidate signature		Date	
Date		Date		Date		Date	