



A Publication of
City of Firetown Fire Department
Training Division

City of Firetown Fire Department

Task Book for the Position of **CAPTAIN**

Version 1.00 February 9, 2011

TASK BOOK ASSIGNED TO:

INDIVIDUALS NAME, EMPLOYEE NUMBER, ASSIGNMENT

TASK BOOK INITIATED BY:

Division Chief - Training

PURPOSE OF TASK BOOK:

(CAREER DEVELOPMENT or ASSIGNMENT)

DATE TASK BOOK INITIATED

The material in this task book defines the performance expected of the position for which it is developed. This task book is approved for use as a pre-promotional career development guidebook and an Assignment Check-Sheet.

VERIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF

CAPTAIN

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

(Print Employee's Name)

has performed as a trainee and should therefore be considered for certification in this position.

EVALUATORS SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME and TITLE

AGENCY CERTIFICATION:

I certify that the above individual has met all requirements for qualification in this position and
that such
qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME and TITLE

CITY OF FIRETOWN FIRE DEPARTMENT FIRE DEPARTMENT
CAREER DEVELOPMENT PROGRAM

I. PERFORMANCE BASED SYSTEM

The City of Firetown Fire Department Career Development program is a “performance based” system. This system is one in which the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. Career Development Position Task Books are the primary tool for observing and evaluating performance. They contain the “approved standards” in the form of tasks, which have been established by experts from various fire agencies and organizations.

Career Development Position Task Books have been developed for designated positions within the City of Firetown Fire Department. Each Position Task Book lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines.

IMPORTANT NOTE: Position Task Books are designed with a specific focus on a particular position, and therefore contain a more narrow set of skills and knowledge than may be necessary to be successful in that position. As a result, each Position Task Book includes a *presumption* that the Trainee has the requisite knowledge of the position subordinate to the Task Book being initiated. For example, the Trainee who initiates a Captain Task Book must have the knowledge, skill and ability contained in the Acting Engineer Task Book in order for successful completion of Captain Position tasks.

II. USE OF THE TASK BOOK

The Career Development Task Book program can be used in two ways. First, the task book can be used as a career development tool, providing a guideline for employees who aspire to advance their knowledge, skills and abilities, and seek to promote through the ranks of the Department and/or achieve requisite levels of training (the pre-promotion process). This pre-promotion/enhanced training use of the task book, although voluntary, is considered by the Department to be an invaluable tool for successful performance.¹

Second, the task book may be used to verify the employee’s performance meets the requirements of the position and therefore obtain Captain.

¹ **Recommendations for certification, qualifications to perform, or verification of certification once the Position Task Book is completed may not, in and of itself, qualify a trainee to participate in any promotional examination, or perform in the capacity of the particular position. The trainee must also meet all other Department minimum requirements particular to the specific promoted position (experience, education, knowledge, abilities, examinations, interviews, etc.). The Department reserves the right to modify any or all minimum requirements or procedures for any promotional examination process.**

III. TIME FRAME FOR COMPLETING THE TASK BOOK

The time frame for completing the task book is determined by the particular application for which the task book represents. For example, a pre-promotional examination book, or career development application (Engineer, Captain, etc.), should be completed prior to participating in the promotional examination as a qualifier for an Acting Assignment. The completion of the task book issued for the purpose of probation would require completion prior to completing probation. Ultimately, the determination of completion time frame lies with the Division Chief in Charge of Training through the input and participation of the Management Team.

IV. RESPONSIBILITIES:

NOTE: The list below contains only a brief summary of the responsibilities for the various participants in the Career Development Program. For complete details refer to the Career Development Program Administrator's Guide. (In Development)

A. The Department

- 1) Establish and implement the Career Development Program
- 2) Maintain the program to meet current Department needs

B. The Training Division

- 1) Issue Position Task Book to document task performance
- 2) Explain to the employee the purposes and processes of the Task Book as well as the employee's responsibilities.
- 3) Confirm Task Book completion
- 4) Determine certification per Department requirements
- 5) Conduct a closeout interview with employee and evaluator assuring that documentation is proper and complete.
- 6) Issue proof of certification

C. The Evaluator

- 1) Be qualified and proficient in the position being evaluated
- 2) Meet with the trainee and determine past experience, current qualifications, and desired objectives and goals
- 3) Review tasks with the trainee

- 4) Explain to the trainee the evaluation procedures that will be utilized and which objectives may be attained
- 5) Identify tasks to be performed during the evaluation process
- 6) Initialize and date the tasks completed and evaluated
- 7) Complete the evaluation record found at the end of each Task Book
- 8) Sign the verification statement inside the front cover of the Task Book when all tasks have been completed and initialed

D. The Individual (Trainee)

- 1) Review and understand the instructions in the Task Book
- 2) Identify desired personal objectives and goals
- 3) Satisfactorily complete all tasks for an assigned position
- 4) Assure the evaluation record is complete
- 5) Notify the Training Division when the Task Book is completed
- 6) Maintain a copy of the completed Task Book in the individuals training file

V. PREREQUISITE RECOMMENDATIONS:

A. The CAPTAIN Task Book requires the foundational knowledge, skills and abilities of the following Position Task Books:

- 1) ENGINEER Program and Task Book
- 2) FIREFIGHTER Task Book

EVALUATION RECORD

GENERAL

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|---|----------------|--|--|
| <p>1. Demonstrates an understanding of the CITY OF FIRETOWN FIRE DEPARTMENT Career Development Task Book Program</p> <ul style="list-style-type: none"> • Purpose • Use of Administrator's Guide • Performance based system • Important terms • Task Book use • Prerequisite recommendations • Task Book design • Comments and recommendations | <p>O D</p> | | |
| <p>2. Demonstrates an understanding of the responsibilities of the following regarding to the Career Development Program:</p> <ul style="list-style-type: none"> • Department • Training Division • Evaluator • Trainee | <p>O D</p> | | |
| <p>3. Demonstrates an understanding of the CAPTAIN Position Task Book</p> <ul style="list-style-type: none"> • Initiating the Task Book • Position performance task column • Code(s) column • Trainee column • Evaluator column • Time frames for completion • Initials and signatures • Verification of qualifications <p>Ref.: Captain Position Task Book</p> | <p>O D</p> | | |

Captain Task Book

- * CODE:
- O = task can be completed in any situation (classroom, simulation, daily job, etc.)
 - I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)
 - D = Can be completed by discussion
 - M P = Completion must include manipulative performance
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EVALUATION RECORD

ADMINISTRATION

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| <p>4. Demonstrates an understanding of the job description for Captain</p> <ul style="list-style-type: none"> • Job Summary • Characteristics • Essential functions • Minimum qualifications • Physical requirements • License • Certification • Health exposure <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policies Manual</p> | <p>O D</p> | | |
| <p>5. Demonstrates an understanding of the Captain's legal responsibilities and liability as it pertains to the following:</p> <ul style="list-style-type: none"> • Governmental immunity • Sources of law • Criminal and civil law • Federal laws • Title VII • Equal Employment Opportunity • National standards <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>6. Demonstrates an understanding of the Captain's legal responsibilities and liability as it pertains to the following:</p> <ul style="list-style-type: none"> • Harassment • Workplace violence <p>Ref.: IFSTA Fire Dept. Company Officer and CITY OF FIRETOWN FIRE DEPARTMENT Policies Manual</p> | <p>O D</p> | | |

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EVALUATION RECORD

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| <p>Demonstrates minimum of five (5) years of experience as a full-time firefighter for a local or state government fire department or its equivalent.</p> <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual</p> | <p>O MP R</p> | | |
| <p>7. Demonstrates completion of the following educational requirements</p> <ul style="list-style-type: none"> • Instructor 1A • Instructor 1B • Command 1A • Command 1B • Fire Management 1a • Fire Investigation 1a • Fire Prevention 1a | | | |

WRITES REPORTS

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| <p>8. Demonstrates an ability to access the electronic forms in the Department computer system</p> <p>Ref.: Company Officer / FCC</p> | <p>O MP</p> | | |
| <p>9. Demonstrates an ability to prepare report, complete forms, and write correspondence related to emergency and non-emergency incidents</p> <ul style="list-style-type: none"> • When to be completed • Format and essential information • Distribution • Legal issues <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy manual and IFSTA Fire Dept. Company Officer</p> | <p>O MP</p> | | |
| <p>10. Demonstrates an ability to prepare report, complete forms, and write correspondence related to apparatus and equipment maintenance.</p> | <p>O MP</p> | | |

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EVALUATION RECORD

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| <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual</p> | | | |
| <p>11. Demonstrates an ability to prepare report, complete forms, and write correspondence related to vehicle accident</p> <ul style="list-style-type: none"> • Scope • Forms • Definitions • Policy • Distribution <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual, City Vehicle Operations Handbook</p> | <p>O D</p> | | |
| <p>12. Demonstrates an ability to prepare report, complete forms, and write correspondence related to training</p> <ul style="list-style-type: none"> • Format and essential information • Topic codes • Forms • When completed • Minimum requirements <p>Ref.: FIREHOUSE Software Manual and appropriate SOG / instructions.</p> | <p>O MP</p> | | |
| <p>13. Demonstrates an ability to prepare report, complete forms, and write correspondence related to worker's compensation</p> <ul style="list-style-type: none"> • Who to send completed forms • "Facts for Injured Worker's" • Employer's Report of Occupational Injury or Illness • Injury and Illness Prevention Plan: Statistical Data Collection for Injuries and Illnesses • DWC – Employee's Claim | <p>O D</p> | | |

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EVALUATION RECORD

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| <ul style="list-style-type: none"> • Authorization for Worker's Compensation Medical Treatment <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual</p> | | | |
| <p>14. Demonstrates an ability to prepare report, complete forms, and write correspondence related to personnel</p> <ul style="list-style-type: none"> • Leave requests, vacation requests • Counseling memo <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual, City Rules and Regulations</p> | <p>O MP</p> | | |
| <p>15. Demonstrates an ability to complete the appropriate Department form(s) for the following activities</p> <ul style="list-style-type: none"> • Ordering supplies • Time and attendance (regular hours and overtime) • Reimbursement • Out of service equipment • Station/facility inspection • Protective clothing inspection • Equipment identification • Exposure reporting • Loss of Safety Equipment <p>Ref.: Company Officer & CITY OF FIRETOWN FIRE DEPARTMENT Policies Manual</p> | <p>O MP</p> | | |

REVIEW REPORTS

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| <p>16. Demonstrates an ability to review, evaluate and approve written reports for content and form</p> <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual</p> | <p>O MP</p> | | |
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EVALUATION RECORD

RECORD KEEPING

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| 17. Demonstrates an ability to maintain records, daily logs and files | O MP | | |
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COMPANY LEVEL TRAINING

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| 18. Demonstrates an understanding of instructor methodologies and training materials development <ul style="list-style-type: none"> • Manipulative lesson plan • Technical lesson plan • Support materials for training Ref.: IFSTA Instructor | O MP | | |
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| 19. Demonstrates an understanding of the Department's monthly training program <ul style="list-style-type: none"> • Training plan • Use of Firehouse • In-service scheduling • Training topic codes • HTF Training program • Probationary Program • IST Training Program Ref.: Company Officer | O D | | |
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| 20. Demonstrates an ability to determine training needs, and instruct subordinates in the proper performance of their duties, apparatus and equipment use, specific procedures and compliance with rules, regulations, policies and Standard Operating Guidelines. | O MP | | |
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EVALUATION RECORD

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| Ref.: Company Officer , Fire Instructor 1a | | | |
| 21. Demonstrates an ability to ensure compliance with and adheres to the Training Division’s overall guidelines and plan for training personnel | O D | | |
| Ref.: Company Officer | | | |
| 22. Demonstrates an ability to deliver informal and formal presentations to management and line personnel | O MP | | |
| Ref.: Company Officer | | | |

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| 23. Demonstrates a working knowledge of the Department’s Company Performance Evolutions program | O MP | | |
| <ul style="list-style-type: none"> • Objectives • Responsibilities • Evolutions | | | |
| Ref.: Company Performance Standards, Company Officer | | | |
| 24. Demonstrates an ability to train subordinates using the Firefighter I and Firefighter II curriculums | O MP | | |
| <ul style="list-style-type: none"> • Accessing the programs • Sign off sheets • State Fire Marshal certification | | | |
| Ref.: FF I / FF II Curriculums | | | |
| 25. Demonstrates an ability to train, coach and evaluate probationary employees | O MP | | |
| <ul style="list-style-type: none"> • Using the probationary Sign Off Program | | | |
| Ref.: FF I / FF II Curriculums | | | |

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EVALUATION RECORD

STATION MANAGEMENT

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|---|-----------------|--|--|
| <p>26. Demonstrates an understanding of the station responsibilities and inspection program</p> <ul style="list-style-type: none"> • Station Responsibilities Policy and Overview • Daily Station Responsibilities • Weekly and monthly Responsibilities • Monthly Station Responsibilities • Quarterly, Semi-annual and Annual Station Responsibilities • Quarterly Station and Apparatus Inspection Program • SCBA Inspection Forms • Daily Journal <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Station Responsibilities, Fire Prevention Inspection Program, CITY OF FIRETOWN FIRE DEPARTMENT Polices, Company Officer</p> | <p>O D</p> | | |
| <p>27. Demonstrates an ability to oversee the daily administration of station activities, and ensures that all station operational needs are met</p> <ul style="list-style-type: none"> • Conduct morning role call • Conduct Staffing • Coordinate staffing, ordering staffing holdovers • Evaluate readiness of personnel and equipment • Plan daily activities <p>Ref.: Company Officer, CFFA (MOU), CITY OF FIRETOWN FIRE DEPARTMENT Policies</p> | <p>O MP</p> | | |

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EVALUATION RECORD

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| <p>28. Demonstrates an ability to communicate between shifts</p> <ul style="list-style-type: none"> • Exchange and disseminate information • Problem solve • Reports work completed, concerns and/or problems effectively <p>Ref.: Company Officer</p> | <p>O MP</p> | | |
| <p>29. Demonstrates an ability to perform</p> <ul style="list-style-type: none"> • Short range planning • Long range planning <p>Ref.: Company Officer</p> | <p>O D</p> | | |
| <p>30. Demonstrates an ability to manage maintenance activities</p> <ul style="list-style-type: none"> • Schedule and manage station maintenance • Schedule and manage apparatus maintenance • Maintain tools and equipment <p>Ref.: Company Officer</p> | <p>O MP</p> | | |
| <p>31. Demonstrates an ability to manage the budget for station and projects, planning how funds are to be used, authorizing expenditures and follow up paperwork.</p> <p>Ref.: Company Officer, City Purchasing Manual</p> | <p>O MP</p> | | |

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EVALUATION RECORD

SUPERVISORY DUTIES

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| <p>32. Demonstrates an ability to maintain morale and motivation</p> <ul style="list-style-type: none"> • Advises subordinates with regard to organizational values and work ethic • Encourages subordinates to perform their best work • Consults with subordinates on personal and job related problems and refers them to the appropriate resources • Responds promptly to visible and stated employee concerns <p>Ref.: Company Officer</p> | <p>O D</p> | | |
| <p>33. Demonstrates an ability to act as a mentor to subordinate staff</p> <ul style="list-style-type: none"> • Provides positive constructive criticism • Provides opportunity to advance knowledge, skills and abilities • Ability to function as a positive role model for subordinate personnel • Demonstrates an ability to respond to and mediate subordinate complaints <p>Ref.: Company Officer</p> | <p>O D</p> | | |
| <p>34. Demonstrates an understanding of the Captains role in supervising subordinates as it pertains to the following</p> <ul style="list-style-type: none"> • Develop work activity schedules for routine activities • Ensure delegation of activities | <p>O MP</p> | | |

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EVALUATION RECORD

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|--|-----------------|--|--|
| <ul style="list-style-type: none"> • Ensure resources for activities are procured • Monitor overall work progress, performance and quality <p>Ref.: Company Officer and CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual</p> | | | |
| <p>35. Demonstrates an understanding of the Captains role in supervising subordinates as it pertains to the following</p> <ul style="list-style-type: none"> • Mediate and reconcile differences between personnel assigned • Recognize job performance problems and take action to correct problems • Investigate allegations of personnel misconduct, internal complaints and morale problems • Consult with Division Chief regarding problems, sensitive situations, and coordination of personnel matters <p>Ref.: Company Officer, CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual, City Personnel Rules and Regulations</p> | <p>O MP</p> | | |

EVALUATES SUBORDINATES

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| <p>36. Demonstrates an understanding of the process of evaluating non-probationary subordinates</p> <p>Ref.: Company Officer</p> | <p>O D</p> | | |
|--|----------------|--|--|

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EVALUATION RECORD

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|--|----------------|--|--|
| <p>37. Demonstrates an understanding of the process for evaluating probationary Firefighter</p> <ul style="list-style-type: none"> • Program • Forms/appraisals • Handling below standard performance • Frequency of appraisals • Monthly Reviews • Signatures • Mini-drills • Processing <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Probationary Firefighter Program, City Personnel Rules and Regulations</p> | <p>O D</p> | | |
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ADVISES SUBORDINATES

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| <p>38. Demonstrates an ability to advise subordinates on matters within the scope of the Memorandum of Understanding (M.O.U.)</p> <ul style="list-style-type: none"> • Administrative matters • Compensation • Benefit plans • Leaves and Holidays • Hours, schedules, transfers and staffing • Probation, promotion, discipline and grievances • Miscellaneous provisions <p>Ref.: Memorandum of Understanding, City Personnel Rules and Regulations, and Personnel Department</p> | <p>O MP</p> | | |
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EVALUATION RECORD

COUNSELS SUBORDINATES

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|--|----------------|--|--|
| <p>39. Demonstrates an understanding of how to counsel subordinates to document strong and/or weak performance</p> <p>Ref.: Memorandum of Understanding and CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual, City Personnel Rules and Regulations</p> | <p>O D</p> | | |
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SAFETY AND HEALTH

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| <p>40. Demonstrates an understanding of safety and health standards applicable to the Department</p> <ul style="list-style-type: none"> • OSHA Regulations • NFPA 1500 • Policy/procedures • Responsibilities • Criminal penalties • Civil liabilities <p>Ref.: IFSTA Company Officer and specific related laws/standards</p> | <p>O D</p> | | |
| <p>41. Demonstrates an understanding of Departments Injury/Illness Prevention Program</p> <ul style="list-style-type: none"> • Purpose • Policy • Responsibilities • Committees • Compliance • Hazard Assessment • Accident/Injury Review • Communications • Training Requirements • Record Keeping • Code of Safe Practices <p>Ref.: Injury/Illness Prevention Program</p> | <p>O D</p> | | |

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EVALUATION RECORD

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| <p>42. Demonstrates an understanding of the Departments health and fitness program</p> <ul style="list-style-type: none"> • Encourages and supports subordinates utilization of the Department provided fitness period • Provides and encourages reading of the monthly “journals”. • Initiates contact with the Health and Fitness Program Manager with fitness equipment maintenance issues • Initiates contact with the Health and Fitness Program Manager for any health and fitness drills that would benefit your company. <p>Ref.: Health and Fitness Program Manager, CFFA (MOU)</p> | <p>O D</p> | | |
| <p>43. Demonstrates an understanding of Department Critical Incident Stress Management Program</p> <p>Ref.: Company Officer and CITY OF FIRETOWN FIRE DEPARTMENT Polices Manual</p> | <p>O D</p> | | |
| <p>44. Demonstrates an understanding of Departments Employee Assistance Program</p> <ul style="list-style-type: none"> • Services available • Confidentiality <p>Ref.: Company Officer / Personnel</p> | <p>O D</p> | | |

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EVALUATION RECORD

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| <p>45. Demonstrates an understanding of the City of Firetown Fire Department County Emergency Fireground Evacuation procedures</p> <ul style="list-style-type: none"> • Purpose • Procedure <p>Ref.: Company Officer, City of Firetown Fire Department County Fire Chiefs Guidelines</p> | <p>O D</p> | | |
| <p>46. Demonstrates an understanding of the Fireground Accountability Tracking System program as it pertains to the Captain</p> <ul style="list-style-type: none"> • Procedure for Fireground Accountability • Personal Accountability Reports (PAR) • Responsibilities <p>Ref.: City of Firetown Fire Department County Fire Chiefs Guidelines, Company Officer</p> | <p>O D</p> | | |

DEPARTMENT SPECIFIC

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| <p>47. Demonstrates an understanding of the Departments Administration and Support facilities, including subdivisions within each facility</p> <ul style="list-style-type: none"> • Administration • Operations • Facilities • Training • Fire prevention <p>Ref.: Company Officer</p> | <p>O D</p> | | |
|---|----------------|--|--|

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EVALUATION RECORD

| | | | |
|---|-----------------|--|--|
| <p>48. Demonstrates an understanding of the use of maps</p> <ul style="list-style-type: none"> • Department map books • Thomas Brothers • Wall maps <p>Ref.: Map Books</p> | <p>O MP</p> | | |
| <p>49. Explains the procedures for accessing secured buildings (stations, hospitals, etc.)</p> <ul style="list-style-type: none"> • Keys • Locks • Doors • Gates • Access Codes • Knox <p>Ref.: Company Officer</p> | <p>O D</p> | | |

COMMUNICATIONS

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|--|----------------|--|--|
| <p>50. Demonstrates an understanding of communications as a process</p> <ul style="list-style-type: none"> • Sender and receiver • Message medium • Listening and hearing <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>51. Demonstrates an understanding of formal communications</p> <ul style="list-style-type: none"> • Written policies and procedures • SOG's • Orders and directives • E-mail <p>Ref.: IFSTA Fire Dept. Company Officer,</p> | <p>O D</p> | | |

Captain Task Book

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EVALUATION RECORD

| | | | |
|--|--------------|--|--|
| City Telecommunications Policy | | | |
| 52. Demonstrates an understanding of how to conduct face-to-face communications <ul style="list-style-type: none"> • Selective listening • Semantics • Emotional context • Physical barriers • Communications with victims Ref.: IFSTA Fire Dept. Company Officer | O D MP | | |
| 53. Demonstrates an understanding of the methods to communicate Department information to personnel <ul style="list-style-type: none"> • Personal contact • Telephone • Radio • E-mail • Nextel Ref.: Company Officer, City Telecommunications Policy | O D | | |

PERFORMS PROJECTS, PROGRAM AND COMMITTEE WORK

| | | | |
|---|---------|--|--|
| 54. Demonstrates an ability to participate in projects, programs and committee work outside the regular station duties Ref.: Company Officer | O MP | | |
|---|---------|--|--|

COMMUNITY AND PUBLIC RELATIONS

| | | | |
|---|---------|--|--|
| 55. Demonstrates an ability to promote a professional image of the Department in the community Ref.: Company Officer | O MP | | |
| 56. Demonstrates an ability to promote a professional image of the Department in the community Ref.: Company Officer | | | |

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EVALUATION RECORD

| | | | |
|---|-----------------|--|--|
| <p>57. Demonstrates an ability to present Public Education programs for children</p> <ul style="list-style-type: none"> • E.D.I.T.H. • Stop, Drop and Roll • 911 awareness • Fire station tours <p>Ref.: Essentials of Customer Service by Alan V. Brunacini and Department specific programs</p> | <p>O MP</p> | | |
| <p>58. Demonstrates an ability to present Public Education programs for adults</p> <ul style="list-style-type: none"> • Defensible space • Fire Extinguishers • Evacuation planning • 911 Awareness • Smoke detectors • A career as a Firefighter • CERT • CPR <p>Ref.: Ref.: Essentials of Customer Service by Alan V. Brunacini and Department specific programs , City Media tips and procedures</p> | <p>O MP</p> | | |
| <p>59. Demonstrates an understanding of handling media contacts</p> <ul style="list-style-type: none"> • Authority • Legal aspects • Release of information • Confidentiality • PIO functions <p>Ref.: Company Officer</p> | <p>O D</p> | | |

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EVALUATION RECORD

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| 60. Demonstrates an ability to respond to and mediate citizen complaints Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual | O D | | |
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EMERGENCY SCENE OPERATIONS

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| 61. Demonstrates an understanding of the readiness requirements for response to emergency scenes <ul style="list-style-type: none"> • In-service requirements • Out-of-service parameters • Contact and notification procedures Ref.: Company Officer | O D MP | | |
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| 62. Demonstrates an understanding of the Incident Command System <ul style="list-style-type: none"> • Purpose • ICS Organization • Incident facilities • Incident Action Plan • Management by objectives • Unity and chain of command • Unified command • Span of control • Common terminology • Common responsibilities • Personal accountability • Resource management Ref.: I-100, I-200, I-300 | O D | | |
|---|--------|--|--|

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EVALUATION RECORD

| | | | |
|--|-----------------|--|--|
| <p>63. Demonstrates an understanding of assessing an emergency incident</p> <ul style="list-style-type: none"> • Pre-incident size up • On arrival size up • During incident size up • Calling for additional resources • Calling for special resources • Calling for outside resources <p>Ref.: Company Officer</p> | <p>O D</p> | | |
| <p>64. Demonstrates an ability to take command of emergency incidents</p> <p>Ref.: Company Officer</p> | <p>I MP</p> | | |
| <p>65. Demonstrates an understanding of Out-of-County responses</p> <ul style="list-style-type: none"> • Apparatus selection • Staffing • Immediate need • Long term response • Maximum time deployments • Purchases • Travel requirements <p>Ref.: Company Officer/ Policy Manual</p> | <p>O D</p> | | |
| <p>66. Demonstrates an understanding of Fire Operations with Harbor Patrol</p> <ul style="list-style-type: none"> • Inner Harbor Operations • Outer Harbor Operations • Mutual Aid • Rescue <p>Ref.: Company Officer / SOG's</p> | <p>O D</p> | | |

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EVALUATION RECORD

| | | | |
|--|----------------|--|--|
| <p>67. Demonstrates an understanding of the role of the Captain related to the following</p> <ul style="list-style-type: none"> • Incident commander • Rapid Intervention Crew/Company • Safety Officer <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual and SOG's</p> | <p>O D</p> | | |
| <p>68. Demonstrates an ability to interpret an Incident Action Plan (IAP)</p> <ul style="list-style-type: none"> • What makes up an IAP • Responsibilities • Interpretation of forms <p>Ref.: Company Officer (ICS)</p> | <p>O D</p> | | |
| <p>69. Demonstrates an ability to deploy a Rapid Intervention Crew using</p> <ul style="list-style-type: none"> • Thermal Camera technology • Large area search techniques • Packaging/Mask changeover • <p>Ref.: Advance RIC</p> | <p>O D</p> | | |
| <p>70. Demonstrates an ability to perform Type III Building and Rope Rescue Techniques</p> <ul style="list-style-type: none"> • Rope Rescue Systems • Patient Packaging • Emergency Ladder uses • Building Shoring • Heavy Lifting <p>Ref.: Rescue Systems 1 / US&R Members</p> | <p>O D</p> | | |

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EVALUATION RECORD

| | | | |
|---|----------------|--|--|
| <p>71. Explains the components and procedures for High Rise operations</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Assignments • ICS • Tactics and strategies <p>Ref.: City of Firetown Fire Department Metro Zone High Rise Plan</p> | <p>O D</p> | | |
| <p>72. Explains the components and procedures for Multi-Casualty Incident operations</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Priority of assignments • ICS • Tactics and strategies <p>Ref.: City of Firetown Fire Department County Fire Chief's MCI Plan</p> | <p>O D</p> | | |
| <p>73. Explains the components and procedures for Wildland operations</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Assignments • ICS • Tactics and strategies <p>Ref.: IFSTA Wildland Fire Fighting</p> | <p>O D</p> | | |

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EVALUATION RECORD

| | | | |
|--|----------------|--|--|
| <p>74. Explains the components and procedures for Hazardous Materials Incident operations</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Assignments • ICS • Tactics and strategies <p>Ref.: Hazardous Materials Response Plan</p> | <p>O D</p> | | |
| <p>75. Explains the components and procedures for handling Weapons of Mass Destruction incidents</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Assignments • ICS • Tactics and strategies <p>Ref.: Company Officer</p> | <p>O D</p> | | |
| <p>76. Explains the components and procedures for Harbor Incident Response</p> <ul style="list-style-type: none"> • Definitions • Responsibilities • Assignments • ICS • Tactics and strategies <p>Ref.: Harbor Incident Response Plan</p> | <p>O D</p> | | |
| <p>77. Demonstrates an understanding of the following operations</p> <ul style="list-style-type: none"> • Relay pumping operations • Water shuttle operations <p>Ref.: Company Officer</p> | <p>O D</p> | | |

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EVALUATION RECORD

FIRE PREVENTION ACTIVITIES

| | | | |
|--|-----------------|--|--|
| <p>78. Demonstrates a working knowledge of the Engine Company Inspection Program</p> <ul style="list-style-type: none"> • Scheduling appointments • Records and reports • Occupancies • Frequency of inspection <p>Ref.: FPB Inspection Manual</p> | <p>O MP</p> | | |
| <p>79. Demonstrates an understanding of fire and life safety applications</p> <ul style="list-style-type: none"> • Ordinances, codes and standards • Code enforcement • Handling imminent life hazards • Handling suspected overcrowding of occupancies <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>80. Demonstrates an understanding of fire detection/signaling systems</p> <ul style="list-style-type: none"> • Local alarm systems • Auxiliary alarm systems • Remote station systems • Proprietary systems • Central Station systems • Emergency voice/Alarm communication systems <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |

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EVALUATION RECORD

| | | | |
|--|-----------------|--|--|
| <p>81. Demonstrates an understanding of automatic sprinkler systems</p> <ul style="list-style-type: none"> • Components • Alarms/Enunciator panels • Testing • Placing in/out of service <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>82. Demonstrates an understanding of stand pipe systems</p> <ul style="list-style-type: none"> • Components • Supply sources • Yard systems <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>83. Demonstrates a working knowledge of home alarm systems</p> <ul style="list-style-type: none"> • Fire • Smoke • Carbon Monoxide <p>Ref.: IFSTA Fire Dept. Company Officer</p> | <p>O D</p> | | |
| <p>84. Demonstrates an ability to develop pre-fire plans for target hazards</p> <ul style="list-style-type: none"> • Program overview • Captain responsibilities • Selecting targets • Dissemination of information <p>Ref.: Company Officer</p> | <p>O MP</p> | | |

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EVALUATION RECORD

FIRE INVESTIGATION

| | | | |
|---|-----------------|--|--|
| <p>85. Demonstrates an ability to assist in the investigation of fire causes and the prevention of evidence when a fire is of suspicious origin</p> <ul style="list-style-type: none"> • Point of origin • Securing the scene • Cause determination • Accidental fires • Natural fires • Incendiary fires • Calling for Fire Investigator <p>Ref.: IFSTA Fire Dept. Company Officer, Standard Operating Guidelines</p> | <p>O MP</p> | | |
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EVALUATION RECORD

APPARATUS MAINTENANCE

| | | | |
|---|-----------------|--|--|
| <p>86. Demonstrates an understanding of repair or movement of apparatus</p> <ul style="list-style-type: none"> • Scheduled services • Station level repairs • Mobile repairs • Emergency repairs • Flat tire service • On-call mechanic • Inventory <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual / Company Officer, Standard Operating Guidelines</p> | <p>O D</p> | | |
| <p>87. Demonstrates an understanding of the annual pump test</p> <ul style="list-style-type: none"> • Service schedules • Pump pressure and flow guides • Pump service test procedures • Record keeping • Sites and inventories <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual / Service</p> | <p>O MP</p> | | |
| <p>88. Demonstrates an understanding of the procedures for hose testing</p> <ul style="list-style-type: none"> • Frequency • Tools/equipment • Configuration/Pressures • Failures <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual / Hose Program Manager</p> | <p>O D</p> | | |

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EVALUATION RECORD

PERSONAL PROTECTIVE CLOTHING/EQUIPMENT

| | | | |
|--|-----------------|--|--|
| <p>89. Demonstrates an understanding of personal protective equipment as it relates to the Captain</p> <ul style="list-style-type: none"> • Selection and use • Turn out ensemble • Wildland gear • Respiratory protection • Eye protection • Hearing protection • Inspection • Preparing of gear • Maintenance of gear • Replacement of gear <p>Ref.: CITY OF FIRETOWN FIRE DEPARTMENT Policy Manual, Standard Operating Guidelines</p> | <p>O D</p> | | |
| <p>90. Demonstrates a working knowledge of the Scott Self-Contained Breathing Apparatus</p> <ul style="list-style-type: none"> • Selection and use • Inspection practices • Maintenance • Donning standard <p>Ref.: Company Officer/ IFSTA Breathing Apparatus</p> | <p>O MP</p> | | |

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EVALUATION RECORD

AERIAL APPARATUS

| | | | |
|---|----------------|--|--|
| <p>91. Demonstrates an understanding of aerial apparatus tactics and strategies</p> <ul style="list-style-type: none"> • Types of aerial fire apparatus in county • Positioning at emergencies • Safety while operating Aerial equipment <p>Ref.: IFSTA Aerial Apparatus Driver/Operator</p> | <p>O D</p> | | |
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SPECIAL APPARATUS

| | | | |
|--|----------------|--|--|
| <p>92. Demonstrates an understanding of air refilling units in Metro Zone</p> <ul style="list-style-type: none"> • Types of air refilling units • Filling operations • Safety on scene <p>Ref.: Air Unit Operators Manual</p> | <p>O D</p> | | |
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|---|----------------|--|--|
| <p>93. Demonstrates an understanding of foam units in Metro Zone</p> <ul style="list-style-type: none"> • Types of foam units • Operations • Safety <p>Ref.: Company Officer</p> | <p>O D</p> | | |
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| | | | |
|--|----------------|--|--|
| <p>94. Demonstrates an understanding of water tender units in County</p> <ul style="list-style-type: none"> • Types of water tenders • Operations • Safety <p>Ref.: Company Officer</p> | <p>O D</p> | | |
|--|----------------|--|--|

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EVALUATION RECORD

INSTRUCTIONS

The Captain Position Task Book requires, at minimum, four performance evaluations to be completed in addition to the sign off assessments contained above. The four separate pages below are for the documentation of these performance evaluations. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the particular evaluation indicates. In most cases, if the individual is adequately prepared, this evaluation process should be sufficient for determining a trainee's qualification in the position. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Trainee name, Emp No. and Assignment: list the name and employee number of the trainee and the current position of assignment)

Evaluator's name and title: list the name and title of the evaluator.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Numbered Check boxes: Place a check in the appropriate checkbox for the specific objectives completed.

Recommendation: Check as appropriate and/or make comments regarding the future needs for the development of this trainee.

Comments: Provide comments identifying any future needs for the development of this trainee.

Date: List the date the evaluation is being conducted.

Evaluator's Initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record

EVALUATION RECORD

| | |
|--|--|
| <h2 style="margin: 0;">#1 Training Exercise</h2> | Evaluator's name: _____ Evaluator's title: _____ |
| Objectives: Demonstrate the ability to: | |
| <ol style="list-style-type: none"> 1. Develop a multi company wet drill training exercise 2. Develop training incident action plan 3. Schedule time and location 4. Make appropriate contacts 5. Conduct post exercise critique 6. Document all training completed | <ol style="list-style-type: none"> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> |
| The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. | |
| _____ The individual has successfully performed all tasks for the position and should be considered for certification. | |
| _____ The individual was not able to complete certain tasks or additional guidance is required. | |
| _____ Not all tasks were evaluated and additional assignment is needed to "complete" the evaluation. | |
| _____ The individual is severely deficient in the performance of this task book and must complete further training | |
| Comments: _____ _____ _____ _____ _____ _____ _____ | |
| Date: _____ Evaluator's Initials _____ | |

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EVALUATION RECORD

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|---|---|
| #2 Incident Reporting | Evaluator's name: _____ Evaluator's title: _____ |
| <p>Objectives: Demonstrate the ability to complete an incident report for a multi company emergency response (must be fire response)</p> <ol style="list-style-type: none"> 1. Access Incident Reporting program 2. Enter documentation for incident 3. Retrieve and check report for content and accuracy 4. Save and submit report for record keeping 5. Correct any deficiencies noted on review | 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> |
| <p>The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks or additional guidance is required.</p> <p>_____ Not all tasks were evaluated and additional assignment is needed to "complete" the evaluation.</p> <p>_____ The individual is severely deficient in the performance of this task book and must complete further training</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's Initials _____</p> | |

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EVALUATION RECORD

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|--|---|--------------------------------------|-----------------------------|------------------------------------|-----------------------------|---------------------------------------|-----------------------------|-------------------------------------|-----------------------------|---------------------------|-----------------------------|---------------------|-----------------------------|
| <h2 style="margin: 0;">#3 Community Services Event</h2> | Evaluator's name: _____ Evaluator's title: _____ | | | | | | | | | | | | |
| Objectives: Demonstrate the ability to: | <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">1. Set up contact for a public event</td><td style="text-align: right;">1. <input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">2. Establish scope of presentation</td><td style="text-align: right;">2. <input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">3. Develop materials for presentation</td><td style="text-align: right;">3. <input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">4. Deliver presentation to audience</td><td style="text-align: right;">4. <input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">5. Follow up as necessary</td><td style="text-align: right;">5. <input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">6. Log as necessary</td><td style="text-align: right;">6. <input type="checkbox"/></td></tr> </table> | 1. Set up contact for a public event | 1. <input type="checkbox"/> | 2. Establish scope of presentation | 2. <input type="checkbox"/> | 3. Develop materials for presentation | 3. <input type="checkbox"/> | 4. Deliver presentation to audience | 4. <input type="checkbox"/> | 5. Follow up as necessary | 5. <input type="checkbox"/> | 6. Log as necessary | 6. <input type="checkbox"/> |
| 1. Set up contact for a public event | 1. <input type="checkbox"/> | | | | | | | | | | | | |
| 2. Establish scope of presentation | 2. <input type="checkbox"/> | | | | | | | | | | | | |
| 3. Develop materials for presentation | 3. <input type="checkbox"/> | | | | | | | | | | | | |
| 4. Deliver presentation to audience | 4. <input type="checkbox"/> | | | | | | | | | | | | |
| 5. Follow up as necessary | 5. <input type="checkbox"/> | | | | | | | | | | | | |
| 6. Log as necessary | 6. <input type="checkbox"/> | | | | | | | | | | | | |
| <p>The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks or additional guidance is required.</p> <p>_____ Not all tasks were evaluated and additional assignment is needed to "complete" the evaluation.</p> <p>_____ The individual is severely deficient in the performance of this task book and must complete further training</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's Initials _____</p> | | | | | | | | | | | | | |

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EVALUATION RECORD

| | |
|--|--|
| #4 Emergency Response | Evaluator's name: _____ Evaluator's title: _____ |
| Objectives: Demonstrate the ability to: | |
| <ol style="list-style-type: none"> 1. Interpret dispatch circumstances 2. Respond and operate on designated radio frequency 3. Arrive and provide accurate size up 4. Implement ICS 5. Initiate actions and provide instructions to incoming apparatus 6. Pass command to arriving Chief Officer | <ol style="list-style-type: none"> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> |
| <p>The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks or additional guidance is required.</p> <p>_____ Not all tasks were evaluated and additional assignment is needed to "complete" the evaluation.</p> <p>_____ The individual is severely deficient in the performance of this task book and must complete further training</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's Initials _____</p> | |

- * CODE:
- O = task can be completed in any situation (classroom, simulation, daily job, etc.)
 - I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)
 - D = Can be completed by discussion
 - M P = Completion must include manipulative performance
 - R = task is required to be completed prior to promotional testing process

EVALUATION RECORD

Captain Task Book

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