



FIRE OFFICER II JOB SHADOWING

For Fulfillment of JPR's Contained in Chapter 5,
Sections 5.2 through 5.7 of NFPA 1021,
Fire Officer Qualifications, 2009 Edition

Revised May, 2015

Philosophy of the Fire Officer II **Job Shadowing Experience and Job Mentor Directions**

A Fire Officer II candidate shares the same roles and responsibilities as the Fire Officer I candidate except they acquire more responsibility. This mandatory job shadowing experience is designed to familiarize the fire officer candidate with those additional responsibilities illustrating first-hand involvement with the organization of local government, enabling and regulatory legislation and the law making process at the local, state, and federal levels. It also involves the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

As a Job Mentor, you will be expected to conduct a learning process for the candidate and provide an honest and objective overview of their performance while fulfilling the JPR obligations. You have the flexibility to supplement actual activities, if none are available, with an informal discussion format that is conducive to achieving the objectives of each JPR.

The reality is that some geographical areas inherently have periods of inactivity. The candidates would then have the option of traveling to other jurisdictions to accomplish this training and experience as their time allows. They may also utilize instructors or other qualified professionals to fulfill their obligations involved with the learning experience. The goal is to provide a meaningful and educational learning experience that produces a better-rounded officer who will address the challenges that lie ahead. This job shadowing experience requirement is designed to be conducted under a higher ranking officer or other qualified professionals. It is intended to be as close to a “real life experience” as possible.

We sincerely hope that you, as a Job Mentor, will view this assignment with the seriousness and professionalism that will ultimately impact on the operational effectiveness of incident scene management. You also have an opportunity to make a major contribution to the development of an officer’s training by imparting your background and expertise to a new class of fire officers.

Fire Service Training
Wisconsin Technical College System

Job Shadowing Evaluation Guide

This guide is structured to incorporate a certain degree of flexibility that may be exercised in the absence of responses for the fire officer candidate. The job shadowing project requirement may be conducted over the time period encompassing the Fire Officer II program. **There is no time stipulation for the job shadowing homework assignment. There are many variables that affect the time needed to accomplish the specific goals. The Job Mentors shall determine the amount of time needed, taking into account the ability or background of the candidate.**

Ideally, the officer candidate would be evaluated during an actual emergency response by a higher ranking officer. In areas of low activity, the officer candidate may exercise the option of traveling to another jurisdiction to ride within a more active environment, taking this job shadowing evaluation guide with them. It should be emphasized that no candidate is required to travel outside their jurisdiction to accomplish this assignment. **In the absence of actual responses, the Job Mentor may conduct a classroom session with the candidate to provide an informational exchange. Local jurisdictional processes may be utilized to suit geographical needs and/or requirements.** However, the job shadowing experience itself is a required component of the successful course completion. It is not an optional area. It is preferable that the candidate remains in their area and meets with a higher ranking officer to work out scheduling details. How you fulfill the obligation of a JPR is very flexible and open to meet the needs of the candidates.

The goal of job shadowing is to provide a candidate who has little or no command experience, with a first-hand exposure to the thinking process that goes into commanding an initial response to an actual emergency incident.

Job Shadowing Instructions

Review the following documents;

- **Philosophy of the Fire Officer II Job Shadowing Experience, Page 2.**
 - **JPR's, Pages 6, 7, 8, 9, 10, & 11**
 - **Job Shadowing Evaluation Guide, Page 3**
1. Select a Job Mentor who will spend the time needed for you to complete this assignment. Select a higher ranking officer or qualified professional who has a variety of experience and education, but more importantly, is willing to help you with your education. If you are already a company officer, select an officer with a higher rank. (*Should you not be a member of a fire department your course instructor will assist you in making arrangements with a fire department that works cooperatively with the technical college system in completing fire service educational activities.*)
 2. Provide the Job Mentor with the written materials listed above, so they are familiar with the intent of the program and accommodate your training needs. Select a time and a place to work on this project. It may take more than one session to complete the assignment.
 3. Some objectives may not be feasible to accomplish under actual conditions and may need to be performed using training and simulation sessions. In such cases, the Job Mentor may opt not to complete the objective if an alternative method can be achieved; i.e., a table top discussion versus an actual hands-on activity.
 4. The Job Mentor completes the Job Mentor Evaluation Checklist form. **The Job Mentor must legibly sign and date each JPR in ink.**
 5. The candidate shall write a two page report on the job shadowing experience. ***This is mandatory.*** The report must include what the candidate learned from the experience and how it will benefit them and their department in the future. The report must be completed in a PDF or Word document format using a 12 pt. font, one inch margins, single-spaced with correct spelling, grammar, and punctuation.
 6. The candidate shall provide the completed Job Shadowing Evaluation Checklist and the Written Report to their instructor for evaluation prior to the end of the course. This is a requirement of the course and must be fulfilled before you, the candidate, can take the practical skills test. Once the student has successfully completed the Job Shadow Experience, provides the completed checklist and written report to the instructor, the instructor shall sign off on the Fire Officer I state summary form that the student has completed the Job Shadow Experience outside of class.

Knowledge Needed To Fulfill
The Obligations of This Job Shadowing Experience

1. Organization of local government.
2. Enabling and regulatory legislation and the law making process at the local, state, and federal levels.
3. The functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

Skills Needed To Fulfill
The Obligations of This Job Shadowing Experience

1. Intergovernmental and interagency cooperation.

Job Shadowing Evaluation Checklist
(This is a required document that must be completed)

Each JPR that is successfully completed by the candidate shall be signed by the Job Mentor.

5.2-HUMAN RESOURCE MANAGEMENT

This duty involves evaluating member performance, according to the following job performance requirements.

- 5.2.1** Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so member and/or unit performance improves or the issue is referred to the next level of supervision.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

- 5.2.2** Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedure.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

- 5.2.3** Create a professional development plan for a member of the organization, given the requirements for promotion, so the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.3-COMMUNITY AND GOVERNMENT RELATIONS

This duty involves dealing with inquires of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.

- 5.3.1** Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so the purpose for establishing external agency relationships is clearly explained.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.4-ADMINISTRATION

This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

5.4.1 Develop a policy or procedure, given an assignment, so the recommended policy or procedure identifies the problem and proposes a solution.

The student has completed this JPR for the course with me.

Job Mentor/Title Date

5.4.2 Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so capital, operating, and personnel costs are determined and justified.

The student has completed this JPR for the course with me.

Job Mentor/Title Date

5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

The student has completed this JPR for the course with me.

Job Mentor/Title Date

5.4.4 Prepare a news release, given an event or topic, so the information is accurate and formatted correctly.

The student has completed this JPR for the course with me.

Job Mentor/Title Date

5.4.5 Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.

The student has completed this JPR for the course with me.

Job Mentor/Title Date

5.4.6 Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so effective change is implemented in a positive manner.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.5-INSPECTION AND INVESTIGATION

This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

5.5.1 Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches to determine if arson is suspected.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.6-EMERGENCY SERVICE DELIVERY

This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job performance requirements.

5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ approved safety procedures; so required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so all required critical elements are identified and communicated and the approved forms are completed and processed.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.6.3 Prepare a written report, given incident reporting data from the jurisdiction, so the major causes for service demands are identified for various planning areas within the service area of the organization.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

5.7-HEALTH AND SAFETY

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors; and taking approved action to prevent reoccurrence, according to the following job performance requirements.

5.7.1 Analyze a member's accident, injury, or health exposure history, given a case study, so a report including action taken and recommendations made is prepared for a supervisor.

The student has completed this JPR for the course with me.

Job Mentor/Title

Date

BY SIGNING THIS FORM I SIGNIFY THAT I HAVE FULFILLED MY OBLIGATIONS FOR THIS JOB SHADOWING EXPERIENCE.

Student's Signature: _____ Date: _____

This job shadowing experience meets the following performance-based JPR's as stated in the current edition of NFPA 1021, Standard for Professional Qualifications for Fire Officer II, 2009 Edition, Chapter 5, Sections 5.2 through 5.7:

<u>5.2</u>	<u>5.3</u>	<u>5.4</u>	<u>5.5</u>	<u>5.6</u>	<u>5.7</u>
5.2.1 A-B	5.3.1 A-B	5.4.1 A-B	5.5.1 A-B	5.6.1 A-B	5.7.1 A-B
5.2.2 A-B		5.4.2 A-B		5.6.2 A-B	
5.2.3 A-B		5.4.3 A-B		5.6.3 A-B	
		5.4.4 A-B			
		5.4.5 A-B			
		5.4.6 A-B			

Should there be any other questions or concerns regarding this job shadow experience, please contact the course instructor listed below:

Course Instructor: _____

Office Phone #: _____ Cell #: _____

Email address: _____

I have reviewed and approved the candidate's documents needed for the completion of the requirements for the Fire Officer II Job Shadowing and Written Report.

Course Instructor Signature

Date

Instructor Name Printed

Technical College District