



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-9

Certification title

Fire Officer I
COMMUNITY AND GOVERNMENT RELATIONS
RESPOND TO A PUBLIC INQUIRY

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.3.3

Task
Respond to a public inquiry so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures

Conditions and Outcome
Given an actual or simulated scenario of public inquiry and a set of policies and procedures, the candidate shall be able to relate interpersonally and respond to a public inquiry. **The candidate will complete this task with a minimum of 6 items answered correctly.**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Properly identify issue in accordance with scenario						
2	Respond to public inquiry in a courteous and respectful manner in accordance with policies and procedures						
3	Answer questions accurately according to policy and procedure						
4	Provide written or verbal response to public inquiry in accordance with applicable policies and procedures						
5	Respond to public inquiry in accordance with applicable policies and procedures						
6	Refer citizen's inquiry if appropriate						
7	Assure citizen that the inquiry will be handled and proper action will be taken as applicable						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	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	Date	Candidate signature	Date	Candidate signature	Date