



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-10**

Certification title

**Fire Officer I**  
**ADMINISTRATION**  
**RECOMMEND CHANGES TO EXISTING**  
**DEPARTMENTAL POLICIES**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2009 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
<b>1a</b>	Recommend changes to existing department policy; AND						
<b>1b</b>	Implement a new department policy or the changes to an existing policy according to scenario given						
<b>2</b>	Communicate the new or changed departmental policy content and implications to subordinates in a clear, concise, and understandable fashion						
<b>3</b>	Clearly explain reasons for new or changed policy						
<b>4</b>	Ask for feedback and answer members' questions regarding new or changed policy, as applicable						
<b>5</b>	Demonstrate proper completion of forms required by scenario						
<b>6</b>	Explain accountability measures appropriate to scenario and according to policy						
<b>Final Test Result for Entire Task</b>							
<b>Evaluator signature &amp; comments, Test #1</b>		<b>Evaluator signature &amp; comments, Retest #1</b>		<b>Evaluator signature &amp; comments, Retest #2</b>			
Evaluator signature		Evaluator signature		Evaluator signature		Date	
Date		Date		Date		Date	
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>			
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	