



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-3

Certification title

Fire Officer 2
ADMINISTRATION
DEVELOP A POLICY OR PROCEDURE

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
5.4.1

Task

Develop a policy or procedure so that the recommended policy identifies the problem and proposes solutions

Conditions and Outcome

Given the need for the development of a policy or procedure the candidate shall be able to communicate in writing and solve problems. **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify the problem.						
2	Establish the need for a policy or procedure						
3	Develop a proposed solution to accomplish the needed policy or procedure						
4	Document the needed policy or procedure in proper written format that is clear, concise and reasonably free of grammatical/spelling errors						
5	Describe costs and benefits of proposed policy or procedure (if 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

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Approved by NJ SME Committee 06/15/2021.