

FEDERAL FIRE SAN DIEGO

COMPANY OFFICER TASKBOOK



TASK BOOK ASSIGNED TO:

NAME AND RANK/TITLE

TASK BOOK INITIATED BY:

TRAINING CHIEF

DATE TASK BOOK INITIATED

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Fire & Emergency Services

Federal Fire Department San Diego "Metro"

And

International Association of Firefighters Local F-33

Agree to Company Officer Task book

Dated 27 December, 2018



San Diego Metro Fire Chief Mary Anderson

12/21/18

Date



Union President Local F-33 Michael Massone

12/21/18

Date

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Company Officer Checklist

Candidate Name:			
Start Date:			
Completion Date:			
Required Training: <input type="checkbox"/> Fire Officer 1 <input type="checkbox"/> Instructor I <input type="checkbox"/> Fire Inspector 1 <input type="checkbox"/> S-290 classroom version <input type="checkbox"/> L 280	<input type="checkbox"/> L 380 <input type="checkbox"/> Confined Space Awareness <input type="checkbox"/> Hazardous Materials First Responder Awareness <input type="checkbox"/> ICS 100, 200 & 300		
Required Experience: <input type="checkbox"/> 5 years' experience as a Firefighter or Firefighter/Paramedic <input type="checkbox"/> Completion of Driver/Operator Task book			
Training Chief Signature: _____			
Fire Chief Signature: _____			

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**VERIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF:
COMPANY OFFICER
FINAL EVALUATOR'S VERIFICATION**

I VERIFY THAT _____
HAS DEMONSTRATED/PERFORMED ALL TASKS FOR THE POSITION LISTED ABOVE. ALL TASKS ARE
COMPLTE WITH SIGNATURES AND DATES.

FINAL EVALUATOR SIGNATURE AND DATE

FINAL EVALUATOR PRINTED NAME AND TITLE

AGENCY CERTIFICATION

I certify that the candidate named above has met all the requirements of this task book.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S PRINTED NAME AND TITLE

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COMPANY OFFICER DEVELOPMENT PROGRAM BACKGROUND

The purpose of the Company Officer Development Program is to assist employees who are preparing to assume the role of Company Officer. The requirements have been developed using guidelines from the National Fire Protection Association (NFPA) - Fire Officer, Office of the State Fire Marshal Fire Officer and Department of Defense Fire Officer curriculum.

The program is divided into three sections: Required Training (Education), Required Experience (Task book) and a certification exam. Successful completion of all three elements is required for an employee to be agency certified as a Company Officer.

The required training follows the Department of Defense (DOD) Fire Officer Certification track. Employees must complete all current, Fire Officer required courses to satisfy this requirement of the Federal Fire Department Company Officer Development Program.

The required experience element is the successful completion of the Federal Fire Department Company Officer Task book. The task book is meant to provide lessons in a trainee/trainer (Captain) setting and teaching environment. Proficiency can be measured through work product examples, actual experience or testing. Additional details of the task book are found beginning on page 5 of this document.

The required certification exam element may be written, oral interview, practical or any combination thereof.

Following the successful completion of all elements (training, task book, and promotion), an employee is considered to be a Federal Fire Department San Diego certified Company Officer. An employee may complete the task book portion of the Company Officer Development Program.

References for this document include but are not limited to the following:

- NFPA 1021
- DOD Job Classifications
- DOD and Agency Policy and Procedure Manuals
- San Diego Metro Zone Operations Manual
- DOD Instructor Series
- IFSTA Company Officer
- ESAMS Computer Program

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FEDERAL FIRE DEPARTMENT CAREER DEVELOPMENT POSITION TASKBOOK

PERFORMANCE BASED SYSTEM

The task book 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. These books contain “approved standards” in the form of tasks, which have been established by staff from various fire agencies and organizations, including Federal Fire Department San Diego.

Career Development Position Task Books (PTB) have been developed for various positions within the Federal Fire Department San Diego organization. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows an employee/trainee to be evaluated relative to written guidelines.

USE OF THE TASK BOOK

The PTB program is intended to be used in a manner that demonstrates individual proficiency in a given task. The value in this is in preparing personnel for successful future position performance.

Completion of a task book does not in itself certify an individual to take a promotional exam for that position; it does certify that an individual went through the program and demonstrated proficiency in the required tasks to an approved evaluator. An individual that desires to participate in a promotional exam for a particular position must meet the requirements set forth by the agency and Human Resources Department for that position.

TIMEFRAME FOR COMPLETING A POSITION TASK BOOK

The time frame that an individual takes to complete a PTB may vary individual to individual. In most cases, the PTB will be completed within 12 months. Employees will not be put in a position (Company Officer, Driver/Operator, etc.) without having successfully completed the PTB for that position. Performing in the position as part of training with a rated person in attendance is acceptable.

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RESPONSIBILITIES

DEPARTMENT

- Establish and implement the Position Task Book Program
- Maintain the program to meet department needs

TRAINING DIVISION

- Issue PTB to employee/trainee
- Review purpose and responsibilities with employee/trainee
- Confirm PTB completion
- Forward for certification
- Conduct closeout interview with employee/trainee and supervisor to confirm paperwork is complete.
- Document proof of certification
- Maintain a copy of the completed PTB in the training file

EVALUATOR

- Be qualified and proficient in the position being evaluated
- Meet with employee/trainee and determine past experience, current qualifications, and desired goals and objectives.
- Review tasks with employee/trainee.
- Explain to employee/trainee the evaluation procedures that will be utilized
- Identify tasks to be performed during the evaluation process.
- Initial and date tasks completed and evaluated.
- Sign the verification statement inside the front cover of the PTB following satisfactory completion of all tasks.

CANDIDATE

- Review and understand the instructions in the PTB
- Identify personal goals and objectives
- Satisfactorily complete all tasks for the position
- Assure records are complete
- Notify the Training Chief when the PTB has been completed
- Maintain a copy of the completed PTB in personal file.

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PREREQUISITE RECOMMENDATIONS:

Successful completion of the PTB requires the foundation of knowledge, skills and abilities found in other PTB's that are prerequisite to the current PTB i.e. a candidate that desires to complete a Fire Captain PTB, should also have completed a Driver Operator and Firefighter PTB.

CODE:

O = Task can be completed in any situation (classroom, simulation, daily job performance).

C = Task must be completed in a classroom

D = Task can be completed by discussion

P = Task must be completed by performance

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**COMPANY OFFICER
TASK BOOK**

TASK	C O D E	EVALUATOR: Sign and date on completion of task
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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

ADMINISTRATION

Behavior: Demonstrate an Understanding of the Position and Requirements of a Fire Captain.

Demonstrate and understanding of the Company Officer Position Task Book <ul style="list-style-type: none"> • Initiating the Task Book • Position performance task column • Code column • Evaluation Record column • Evaluator column • Time frames for completion • Initials and signatures <p style="color: red;">Ref.: Company Officer Position Task Book</p>	D	
Demonstrate an understanding of the Fire Captain Job Classification <ul style="list-style-type: none"> • Understand duties, qualities and expectations of a Fire Captain <p style="color: red;">Ref.: Job Classification (check with Human Resources Dept.)</p>		

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

ADMINISTRATION

Behavior: Demonstrate an Understanding of Administrative Responsibilities

Demonstrate an understanding of Policy and Procedure Manuals (FFDSD) and Metro Zone Operations Manual. <ul style="list-style-type: none"> Apply policies and procedures in administrative situations Ref.: Manuals listed above	D	
Demonstrate an understanding of the Captain’s legal responsibilities and liability as it pertains to the following: <ul style="list-style-type: none"> Harassment Workplace violence Ref.: FFDSD Policies (check with Human Resources Dept.)	O D P	
Demonstrate an ability to complete training and emergency incident reports <ul style="list-style-type: none"> When to be completed Format and essential information Distribution Legal issues Enter information into ESAMS Software Ref.: ESAMS Computer Program	O P	

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position *activities* at the appropriate time according to the following behaviors.

ADMINISTRATION

Behavior: Demonstrate an Understanding of Administrative Responsibilities

Demonstrate an ability to access the electronic forms in the ESAMS computer system Ref.: ESAMS Information System Dept.	O P	
Demonstrate an understanding of the disciplinary process <ul style="list-style-type: none"> Counseling, Oral Reprimand, Written Reprimand, Suspension, Reduction in Pay, Demotion and Discharge Ref.: F-33 Union role, FFSD Policy and Procedures Manual and agency specific guidelines (check with Agency Human Resources Dept.)	C D	
Demonstrate an ability to maintain records, daily logs and files <ul style="list-style-type: none"> Per agency guidelines 	P D	
Demonstrate an ability to conduct routine administrative tasks <ul style="list-style-type: none"> Per agency guidelines 	P D	
Demonstrate an ability to conduct an initial accident investigation <ul style="list-style-type: none"> Per agency guidelines 	P D	

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

TRAINING

Behavior: Demonstrate an Understanding of the HRT Training Program

Demonstrate an understanding of: <ul style="list-style-type: none"> • Plan Training • Scheduling company training • Training topic CALJAC & ESAMS codes • Probationary Program • Monthly Training Ref.: FFSD and CALJAC training documents	O D	
Demonstrates an ability to deliver informal and formal presentations to personnel <ul style="list-style-type: none"> • Plan, organize and deliver multi company drill(s) Ref.: DOD Instructor Series, IFSTA Company Officer	C P	
Demonstrate knowledge and proper application of Driver Operator and Truck Operator Position Task Books Ref.: Position Task Books	D P	
Demonstrate ability to evaluate skills of probationary employees Ref.: Probationary training /testing documents	O P	

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

STATION MANAGEMENT

Behavior: Supervise Daily Activities

Demonstrate ability to oversee the daily station activities, and ensure that all operational station needs are met <ul style="list-style-type: none"> • Conduct morning safety briefing/muster • Evaluate readiness of personnel and equipment • Plan daily activities 	O D	
Demonstrates an ability to direct non-emergency activities <ul style="list-style-type: none"> • Fire prevention inspections • School programs, • Station tours, etc. 	O D	
Demonstrate an understanding of the Captains role in supervising subordinates as it pertains to the following: <ul style="list-style-type: none"> • Develop work activity schedules for routine activities • Ensure delegation of activities • Ensure resources for activities are procured • Monitor overall work progress, performance and quality 	O D	

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

STATION MANAGEMENT

Behavior: Evaluate Subordinates

Demonstrate an understanding of the process for evaluating probationary Firefighter <ul style="list-style-type: none"> • Program • Forms/appraisals • Handling below standard performance Ref.: Agency HR policies	O D	
Demonstrates an understanding of how to counsel subordinates to document member performance (including strong and/or weak) Ref.: Agency HR policies	O D	
Demonstrates an understanding of the Department of Defense Employee Assistance Program Ref.: Agency HR Department	D	

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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

EMERGENCY OPERATIONS

Behavior: Demonstrate Competence in Emergency Operations

<p>Demonstrate an understanding of the Incident Command System:</p> <ul style="list-style-type: none"> • Purpose • ICS Organization • Incident Action Plan • Management by objectives • Leaders Intent • Values at Risk • Unity and chain of command • Unified command • Span of control • Common terminology • Common responsibilities • Personal accountability • Resource management • RIC, I-RIC • Safety • PIO <p>Ref.: ICS - 100, ICS - 200, ICS - 300</p>	<p>O D</p>	
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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Company Officer/Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

EMERGENCY OPERATIONS

Behavior: Demonstrate Competence in Emergency Operations

<p>Demonstrate an understanding of assessing an emergency incident:</p> <ul style="list-style-type: none"> • Pre-incident size up, pre-plan and dispatch levels (structural and wildland) • On arrival size up, command modes • During incident size up • Apparatus placement • Requesting additional resources • Requesting special resources • Code Enforcement • NAVFAC Public Works • OSHA • Air Resources including use and protocol. • Calling for outside resources <p>Ref.: Simulations, IFSTA Company Officer</p>	<p>O D</p>	
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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

EMERGENCY OPERATIONS

Behavior: Demonstrate Competence in Emergency Operations

<p>Demonstrate an ability to take command of emergency incidents:</p> <ul style="list-style-type: none"> • Direct emergency activities • Apparatus placement • In a simulator exercise, demonstrate ability to command: <ol style="list-style-type: none"> 1. <i>Single family residential structure fire</i> 2. <i>Multi-family residential structure fire</i> 3. <i>Commercial/Industrial structure fire</i> 4. <i>Wildland fire</i> 5. <i>Hazardous materials incident</i> 6. <i>Mass Casualty Incident (MCI)</i> 7. <i>Shipboard Fire Incident</i> <p>Ref.: Simulations, IFSTA Company Officer</p>	C	
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COMPETENCY: Assume position responsibilities.

Description: Successfully assume role of Fire Captain and initiate position activities at the appropriate time according to the following behaviors.

EMERGENCY OPERATIONS

Behavior: Demonstrate Knowledge of Apparatus Cab Tools and Equipment

Demonstrate use of hand held and mobile radios 400 / 800 mhz and Bendix King VHF	P	
Demonstrate use of map books and incident information	P	