



SIUSLAW VALLEY FIRE & RESCUE

DUTY OFFICER

POSITION TASK BOOK

Issued To: _____

Issue Date: _____

Due Date: _____

POSITION TASK BOOK

SCOPE

A Position Task Book (PTB) shall be completed by all members of Siuslaw Valley Fire & Rescue (SVFR) who are training for a position or rank requiring a designated set of knowledge, skills and abilities.

PURPOSE

The PTB is a written record of the minimum training and the demonstration of knowledge, skills, and abilities required to successfully function at a specific position or rank. Each PTB will guide you through the specific skills you must perform and the training you must complete in order to be certified for the position. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and effectively function in the new position.

DEFINITIONS

- Completion: Successful accomplishment of all requisite skills and knowledge.
- Conduct: Lead and direct the major elements of the activity.
- Demonstrate: Perform the manipulative skills and physical actions necessary for the task.
- Evaluator: A person currently qualified in that position or at least one level above the position being evaluated.
- Participate: Actively perform an essential portion of the activity.

PREREQUISITE CERTIFICATIONS AND EDUCATION

Prior to receiving the next higher level of PTB, the candidate must meet all of the certification and educational requirements in the Prerequisite Certifications and Education section of the PTB. This requirement is designed to ensure that the candidate has the necessary foundation to perform the skills within the PTB and to ensure that upon completion of the task book, the candidate is qualified to work in the position / rank.

If one or more of the prerequisite requirements can be demonstrated to have been unattainable (course not offered, course number or title changed, etc.) or if the candidate has other training or certifications which would closely parallel the requirements of the PTB, the Fire Chief may authorize a candidate to proceed with a given PTB and/or to achieve that training/certification at a later date, not to exceed one year from the issuance of the PTB. No additional workbooks will be issued without the candidate having first completed the educational requirements of the previous PTB.

INITIATING A WORKBOOK

To initiate a workbook and begin training to qualify for a specific position, follow these steps:

1. Meet with your supervisor to determine that you meet the prerequisites for the PTB being requested and that you are eligible to begin a PTB.
2. Submit a request to the Training Officer for the PTB you wish to obtain.
3. Obtain a blank PTB for the respective position from the Training Officer. Have the Training Officer enter the date, and sign and print his/her name on the front cover.

SIGNING OFF SKILLS AND TRAINING

When you demonstrate proficiency for a specified task, your evaluator may sign off on that task by entering the date of completion under **Date Completed** and initialing under **Evaluator**. For any skill being evaluated, candidates are encouraged to demonstrate proficiency multiple times to exhibit depth of training and competency of that skill. Your evaluator must be qualified at or above the level of the position being evaluated. With the exceptions of actual on-scene demonstrations during actual incidents, candidates are required to schedule a time for being checked off by an evaluator. Skills check offs and practice / training are not to be confused.

POLICY REVIEW WORKSHEETS

You will be assigned to read several policies as you complete the PTB. After reading the policy, you are required to complete a short worksheet for each assigned policy and hand it in to the Training Officer for review. Policies can be accessed through our web site at www.svfr.org under the operations drop down menu. Policy worksheets can be found on our website in the task book section. You will have the option to select a hand written policy review work sheet or an auto-fill that can be completed on a computer and printed or saved in a pdf format and emailed to the Training Officer. In either case, it is recommended that you create and save a copy of each worksheet for your own records before submitting it.

TARGET SOLUTIONS TRAINING

You will also be assigned several Target Solutions courses that you are required to successfully complete during this phase of your training. Most of these courses have a quiz at the end with a minimum passing score. The Training Officer will assign these courses to your personal Target Solutions account and provide you with a due date to complete them. These courses can be found by signing in at:

<http://app.targetolutions.com/auth/index.cfm?action=login.showlogin&customerid=27616&customerpath=siuslawvfr&msg=>

SIMULATED AND ACTUAL WORK EXPERIENCE

Skills portions of the PTB may be signed off by an evaluator using realistic training, if no actual work experience has been made available to the candidate. For example: If a candidate has not been able to gain real life experience by commanding a structure fire, the supervisor may sign off the skill by using realistic training and documenting multiple dates on which the task was performed.

Additionally, the Duty Chief Candidate will be tasked with completing four 24-hour Shadowing Shifts with four different Duty Chiefs. The intent of the shadowing is to provide the candidate the opportunity to gain hands on experience functioning as a Duty Chief while having the support of a trained and experienced officer available to answer questions and coach them.

PREREQUISITES

All Candidates must complete all prerequisites, prior to being issued a task book. Task book completion is required within 12 months from the time of task book initiation. The time for completion may be extended upon approval of the Fire Chief or his/her designee.

An evaluator may sign off tasks completed in their presence and under their supervision. Completion of certain district-approved courses may qualify for completion of specific tasks, and the candidate may be required to demonstrate what they have learned, in order to verify they have obtained the necessary skills.

COMPLETING THE POSITION TASK BOOK AND BECOMING QUALIFIED

When a member has completed all the requirements in the PTB, qualified officers and instructors have signed them off, and The Training Officer has signed and dated the "Verification of Completed Workbook" form, the candidate shall schedule a time with the Training Officer for review.

The Training Officer shall review the book for completeness and accuracy and may "quiz" the member in reference to specific skills signed off as complete in the PTB. If the PTB is complete and the Training Officer is satisfied with the candidate's proficiency in the individual skills, the Training Officer shall sign it and award the member written documentation that the member is qualified for that position. The original PTB will be placed in the firefighter's training file.

DEPTH OF TRAINING

The basis of documenting training in a PTB is to record the real training and education that the candidate has mastered. Therefore, the candidate should attempt to have the evaluator(s) document each time the skill has been performed, to demonstrate depth of training and competency of that skill.

RETESTING AND RETRAINING

When, in the opinion of a supervisor or the Training Officer, a member does not demonstrate proficiency in one or more skills signed off in the PTB, the member may be required to retrain and retest on the related tasks.

PREREQUISITES CERTIFICATIONS & EDUCATION:

The following requirements must be met prior to obtaining the Duty Chief Task Book.

Each of these requirements must be documented in the member's personnel file.

- NIMS ICS 100, 200, 700, & 800.
- Three years of Company Officer experience.

Certifications

TASK	DATE	EVAL. INTIALS
Online Portion of the Blue Card Certification Program	_____	_____

Target Solutions Training

TASK	DATE	EVAL. INTIALS
Elements of Supervision	_____	_____
Incident Scene Management	_____	_____
Leadership as a Group Influence	_____	_____
Incident Investigation for Supervisors	_____	_____

SVFR Policies & Procedures

TASK	DATE	EVAL. INTIALS
Conflagration Activation	_____	_____
Injured Firefighter	_____	_____
Vehicle Accident	_____	_____
Fit for Duty	_____	_____
Duty Chief Job Description	_____	_____
Progressive Discipline	_____	_____
RIT & Mayday Procedures	_____	_____
ICS at Type 4 & 5 Incidents	_____	_____
Out of District Response	_____	_____
Mutual Aid Requests	_____	_____
EOC Activations	_____	_____
Search & Rescue Operations	_____	_____

Knowledge, Skills, and Abilities

TASK	DATE	EVAL. INTIALS
Residential Structure Fire	_____	_____
Commercial Structure Fire	_____	_____
Apartment Fire	_____	_____

Duty Chief Shadowing cont.

TASK	DATE	EVAL. INITIALS
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24 Hour Shadow #3	_____	_____
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Evaluator Comments:

24 Hour Shadow #4	_____	_____
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Evaluator Comments:
