



# POLICY MANUAL

## Daily Operations - Policy

### Company Officer Development Program

Revised: 07-19-02

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Code: 1 – 10 – 15

Book Chapter Subject

15.0 Purpose: The Company Officer Development (COD) program is designed to provide essential skills needed to carry out the function of an Officer in the Clovis Fire Department. The Company Officer Development program is designed to provide study material and mentor training that will provide technical information needed to carry out routine and emergency operations and procedures related to the Company Officer position in the Clovis Fire Department.

15.01 Scope: All Personnel who are promoted to the rank of Engineer and can act in capacity as a Company Officer.

#### 15.02 GOAL

The goals of the Company Officer Development program are:

1. Provide technical information in the areas of Department emergency procedures, incident command, truck company operations, etc.
2. Provide practical experience in emergency operation procedures through simulation, drill ground exercise, and by allowing assumption of command through a mentoring assignment.
3. Provide material on managerial philosophies and styles as they relate to the Company Officer.
4. To provide material on techniques of instruction so as to assist in preparation of lessons and classes to be presented to crew members.

#### 15.03 ORGANIZATION

The Company Officer Development program is offered in four modules:

- Module 1: First three-month period, with focus on Fire Department organization, SOPs, ICS, and instructor training.
- Module 2: Second three-month period, with focus on truck company operations, leadership, SOPs, ICS, and instructor training.
- Module 3: Third three-month period with focus on engine company operations, SOPs, strategy and tactics, fire ground management, instructor training, and pre-emergency planning.
- Module 4: Fourth three-month period, with focus on fire cause determination, multi-company operations, strategy and tactics, and instructor training.



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#### 15.04 TESTING

Testing will be an important measure of participant progress in the Company Officer Development program. **It will be up to the applicant to schedule times with the Training Division to complete the testing requirements for each module, before the end of each module.**

1. *Study Guides* – Each participant will complete a 200-question study guide each quarter. Each quarter the Department's Training Division will conduct an interview based upon the completed study guides.
2. *Practical Tests* – A practical examination will be conducted during the third, sixth, ninth and twelfth month of the program. The practical examination will be pass or fail.
  - a. Third Month Testing – The third month testing will involve a size-up simulation exercise.
  - b. Sixth Month Testing – The sixth month practical exam will include a ten-minute classroom presentation and a drill field exercise involving the applicant assuming command of a truck company, while carrying out those assignments given in a simulated emergency situation.
  - c. Ninth Month Testing – The ninth month testing will include a simulation exercise and a drill field exercise. The applicant shall, while on the drill ground, assume command of an engine company and carryout those assignments given in a simulated emergency situation. In addition, the participant will present a 15-minute class on a pre-emergency plan. A lesson plan will be given to the Training Division prior to the class.
  - d. Twelfth Month Testing – The twelfth month testing will be a classroom exercise and a drill field exercise. The classroom exercise may include a role playing exercise, in-basket exercise, fire simulation or other testing needed to evaluate the participant's knowledge and progress during the year. The field exercise will include a multi-company simulated emergency exercise.



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During the third module of the program the participant will be “running” the company (with the assistance of the Company Officer); i.e., maintaining log, making reports, doing pre-emergency plans, etc. The shift Battalion Chief shall periodically meet with the Company Officer and COD program participant to evaluate the participant’s progress. The Company Officer acting as a mentor or coach will complete seven acting in capacity evaluation forms (See [Attachment 1-10-15A](#)) on seven different emergency responses where the participant acts as a Company Officer Trainee.

#### 15.05 **FORMAL CLASSES**

The Training Division will make every effort to provide the following classes to participants during the Company Officer Development program. Some training will be provided as part of the regular in-service training and some as part of the City-wide Training program. The Department Training Officer will advise participants as appropriate classes become available.

##### **Module One**

1. Excelling as a first-time supervisor (outside)
2. Size-up class (Chief Rogers)
3. Instructor training - Lesson plan development (Chief Rogers)

##### **Module Two**

4. Pre-fire plan class including fire flow requirements (Chief Kemp)
5. Truck Company operations – Utilities, overhaul, elevator extrication (Chief Aston)

##### **Module Three**

6. Fire ground management – Apparatus positioning, offensive, defensive operations, buildings under construction, fire related emergencies (Chief Guice)
7. Strategy and tactics at strip mall fires (Chief Rogers)

##### **Module Four**

8. Simulation exercises
9. Fire cause determination (Investigation Team)



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Time and availability of the above classes may vary. Ordinarily the classes will be conducted only one time. The Department will relieve Personnel who are on duty to attend the classes. These individuals off duty will be paid overtime to attend classes. Testing of participants will occur on duty. **It is the responsibility of the COD program participant to schedule his/her testing times with the Department's Training Officer. The participant must complete testing in one module before proceeding to the next module.**

#### 15.06 ACTING IN CAPACITY

1. After applicant has successfully completed the COD program, he/she may act in capacity as a Captain, provided:
  - a. Engineers must be off probation.
  - b. Firefighters must be on the current Captain Promotional Eligibility List in order to act Captain.
  - c. Engineers on probation who are also on the current Captain Promotional Eligibility List may act Captain.

#### 15.07 STUDY MATERIAL LIST

**NFPA -** Engine Company Fire Ground Operations  
Truck Company Fire Ground Operations  
Structural Fire Fighting

**IFSTA -** Aerial Apparatus 1<sup>st</sup> Edition  
Company Officer 3<sup>rd</sup> Edition  
Fire Origin and Cause 2<sup>nd</sup> Edition  
Inspection and Code Enforcement 6<sup>th</sup> Edition  
Instructor 5<sup>th</sup> Edition

**Operations Manuals -** Book 1 – Policy  
Book 2 – Procedure  
Book 3 – EMS  
Book 4 – Dispatch  
Book 7 – Hazardous Materials  
Book 8 – Technical Rescue Team  
Book 9 – Safety

**Other -** Truck Company Operations - *Mittendorf*  
Fire Officer's Handbook of Tactics  
Strategic Concepts in Fire Fighting Worksheets



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## STUDY MATERIAL

### Module 1

IFSTA – Company Officer, chapters 1, 2, 3, 4, 5, 6, & 7.

IFSTA – Instructor, chapter 7

Book 1 - Chapters 1, 2, 3, & 4

Book 2 - Chapters 1, & 2

NFPA - Structural Fire Fighting, chapters 1, 3, & 4

### Module 2

IFSTA – Company Officer, chapters 8, 9, & 10

IFSTA – Instructor, chapter 10

IFSTA – Aerial Apparatus, Chapters 4, & 8

Book 1 – chapters 5, 6, & 7

Book 2 – chapters 3, & 4

NPPA Truck Company Fire Ground Operations, chapters 2, 3, 4, 5, 6, 7, & 8

Truck Company Operations, chapters 1, 2, 14, 15, 16, & 17

## 15.08 STUDY MATERIAL - (Cont.)

### Module 3

IFSTA – Company Officer, chapters 19 & 22

NFPA – Structural Fire Fighting, chapters 5, 6, 7, & 8

NFPA – Engine Company Fire Ground Operations, chapters 4, 6, 8, 10, & 11

Book 1 – chapters 8, 9, 10, 11, & 12

Book 2 – chapters 5, & 7

Book 3 – chapters 2, 3, 4, 5, & 6

### Module 4

IFSTA – Company Officer, chapters 15, & 16

IFSTA – Fire Origin and Cause, chapters 1, 2, 4 & 5

IFSTA – Fire Inspections and Code Enforcement, chapters 2, 4, 6, 7, & 8

Emergency Response Guide Book

Structural Firefighting, chapter 12

Fire Officer's Handbook of Tactics, chapters 1, 4, 5, 6, 12, & 13

Book 1 – chapters 13, 14, & 15

Book 2 – chapters 8, & 9

Book 4 – chapters 1, 2, 3, 4, 5, & 6

Book 7 – section B, C, & D

Book 8 – Vehicle Extrication

Book 9 – Communicable Diseases

## COMPANY OFFICER DEVELOPMENT EVALUATION FORM

Acting Company Officer being evaluated: \_\_\_\_\_  
 Signature of Company Officer completing evaluation: \_\_\_\_\_  
 Emergency incident address: \_\_\_\_\_  
 Type of emergency: \_\_\_\_\_  
 Date of emergency: \_\_\_\_\_

Please provide written comments for each dimension identified. Bench marks are identified for your reference in completing the evaluation form:

1. **Leadership** – Evaluate Acting Company Officer in his/her ability to guide individuals, taking charge in an effective manner, reflecting good leadership traits:

**Bench Marks:**

4Gives directions  
 4Delegates effectively  
 4Provides structure  
 4Separates strategies from tactics

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **Organizational Skills** – Ability to organize the fire ground and deploy emergency units effectively, ability to organize own activities as well as group's by setting meaningful priorities and employing effective time management, including delegation, ability to organize several tasks in an effective manner:

**Bench Marks:**

4Deployment of resource  
 4Action plan  
 4Span of control  
 4Radio traffic  
 4Effective time management  
 4Priorities  
 4Recognition of current & future needs  
 4Delegation of responsibilities  
 4Tracking of equipment & assignments  
 4Process for dealing with situation

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. **Oral Communication** – Ability to listen effectively and to comprehend oral instructions, ability to speak in a clear, distinct, and effective manner, using appropriate grammar and vocabulary:

**Bench Marks:**

- 4Articulate
- 4Understandable clarity
- 4Listens
- 4Volume
- 4Command presence
- 4Paraphrase
- 4Message complete

**Comments:** \_\_\_\_\_

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4. **Job Knowledge** – Ability to recognize those tasks for the position. Ability and knowledge of the manual as well as administrative task for the position. Ability to develop an action plan and deploy effective tactical operations:

**Bench Marks:**

- 4Initial report, unit ID, size-up, location
- 4Assume command
- 4Situation status report
- 4Action taken
- 4Gives assignments to additional arriving apparatus
- 4Transfer of command
- 4Demobilize units
- 4Completes incident report
- 4Uses map book and other resources while enroute

**Comments:** \_\_\_\_\_

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Overall Evaluation for Incident

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Needs additional training before acting as a Company Officer

Below Average

Average

Above Average

Excellent skills demonstrated

Additional comments: \_\_\_\_\_

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**Please return completed and signed evaluation form to the department Training Officer. Thanks.**

(P:Public\ReadOnly\Forms\Training\CODEvaluation 1/11/01)