

**Course Outline**

**COURSE:** JFT 300                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2017                      **CURRICULUM APPROVAL DATE:** 10/24/2016

**SHORT TITLE:** Company Officer Academy

**LONG TITLE:** Company Officer Academy

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
2	18	Lecture:	1.4	25.2
		Lab:	2.5	45
		Other:	0	0
		Total:	3.9	70.2

**COURSE DESCRIPTION:**

This course provides the knowledge and skills necessary for developing aspiring company officers. Topics include leadership, progressive discipline, Fire Fighter Bill of Rights, performance appraisals, report writing, fire investigation, command operations, post incident analysis, mutual aid communication plan, disaster relief response, and special operations/ wildland.

**PREREQUISITE:** JFT 8, State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Firefighter safety, Effective verbal communication used in fire-fighting, Report Writing.

**PREREQUISITES:**

Completion of JFT 8, as UG, with a grade of C or better.

**COREQUISITES:**

**CREDIT STATUS:** C - Credit - Degree Non Applicable

**GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

**STUDENT LEARNING OUTCOMES:**

1. Plan initial action steps while integrating principles of risk management during wild land fire incidents.

Measure of assessment: Skills Demonstration, Scenario

Year assessed, or planned year of assessment: Fall 2017

2. Prepare a post incident analysis at the company level as well as larger department wide after action reviews.

Measure of assessment: Skills Demonstration, Written Assignment

Year assessed, or planned year of assessment: Fall 2017

**CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 10/24/2016

Lecture:

I. Orientation and Administration

A. Facility Requirements

B. Classroom Requirements

C. Review Course Syllabus

II. Leadership

A. Leadership Styles

B. Building a Cadre of Leaders

C. The Importance of a Succession Plan

III. Making Ethical Decisions as a Leader

A. Gathering all the Facts

B. Ethical Decision

C. Emotional Decision

D. Influenced Decision

IV. Explaining the Process of Progressive Discipline

A. The Concept of Progressive Discipline

B. Discipline, Coaching, and Counseling

C. The Eight Successful Steps to Counseling

D. The Different Levels of Discipline (Coaching/Counseling, Record of Discussion, Written Counseling, Letter of Reprimand, Supervision/Demotion, Termination)

E. The FRISK Method to Improve Employee Performance

V. California Firefighters Procedural Bill of Rights

A. The Disciplinary Process as it Relates to the California Firefighters Procedural Bill of Rights Act

B. Notification and Interrogation Process

C. Protection of Basic Rights

VI. Local Government Strike Teams

A. Principles of Command

B. Purpose of Local Government Strike Teams

C. The Policies that Govern Local Strike Teams

D. Local Government Strike Teams Rules of Conduct

E. Strike Team Configuration

F. Santa Clara County Strike Team Pre-Designated Rendezvous/Assembly Points

Lab:

- I. Performing and Reporting Job Evaluations
  - A. Identify Job Descriptions
  - B. Objectives and Procedures of a Member Evaluation Program
  - C. Common Errors in Evaluating
  - D. Plan and Conduct Evaluations
- II. Conducting a Basic Fire Investigation
  - A. The Basic Methodology of a Fire Investigation
  - B. Components of a Safe Fire Scene
  - C. Basic Fire Patterns Found in a Fire Scene
  - D. Secure Fire Scene
  - E. Four Classifications of Fire Causes
  - F. Challenges of Legacy v. Modern House Fires
- III. Documenting the Fire Investigation Scene
  - A. Scene Sketch/ Diagram
  - B. Photographing the Fire Scene and Evidence
  - C. Locate, Label, Document Evidence Within the Fire Scene
- IV. Collecting Information from Persons
  - A. Methods for Obtaining Information
  - B. Methods of Recording Information
  - C. Tools for Collecting Information from Personnel at the Scene
- V. Completing the NFIRS Report
  - A. NFIRS and its Importance
  - B. Incident Report
- VI. Completing the Fire Investigation Report
  - A. Fire Scene in Narrative Format
  - B. Fire Patterns and Locations
  - C. Actions Taken by Fire Personnel, Victims, and Others Present
  - D. Steps Taken in the Investigation
  - E. Statements, Diagrams, Photographs, and Evidence Logs
  - F. Area of Origin
  - G. Sequential Ignition Process
  - H. Identify the Cause, if Known
- VII. Completing the ICS 214 Form
  - A. ICS 214 Form
  - B. Various Incident Types
- VIII. Resources Available
  - A. Resource Needs
  - B. Request Type and Level of Response
  - C. Request Mutual/ Auto Aid Resources
- IX. Initial Action Steps
  - A. Hazardous Materials Initial Action Steps
  - B. Urban Search and Rescue Initial Action Steps
  - C. Airport Response Action Steps
- X. Radio Communications Plan
  - A. Radio Frequencies, Limitations, and Recommended Order of Use
  - B. Local Mutual Aid Plan
  - C. Protocol for Radio Programming and Santa Clara County Local Agency Fire Frequencies
  - D. FIRESCOPE Radio Communications Guidelines MACS 441-1

- XI. Multiple Patient Management Plan
  - A. Principles of Command
  - B. Standard Operating Procedures for Activating an MPMP
  - C. Emergency Scene Conditions and Activation Level
  - D. Class Exercises
- XII. Implementing a MPMP Plan of Action
  - A. Resources Available
  - B. Incident Management System
  - C. Scene Safety Considerations
  - D. Mitigation for Scene Safety Hazards
  - E. Personnel Accountability Systems
  - F. Management of Assigned Personnel Under Emergency Conditions
  - G. How to Account for Assigned Personnel Under Emergency Conditions
  - H. Procedure for the Transfer of Command
- XIII. Emergency Operations Center
  - A. Local EOC Plan
  - B. Preparedness Phase
  - C. Response Phase
  - D. Recovery Phase
  - E. Prevention & Mitigation Phase
  - F. SEMS & NIMS
  - G. Activating an EOC
  - H. Organizational Flexibility Modular Organization
- XIX. Wildland Incidents
  - A. Ability to Provide a Report on Conditions
  - B. Communications Overview
  - C. Resource Requests
- XX. Initial Action Steps
  - A. Initial Action Steps
  - B. Incident Organization
  - C. Incident Communication

**METHODS OF INSTRUCTION:**

Lecture, Lab, Demonstration, Discussion

**METHODS OF EVALUATION:**

Skill demonstrations

Percent of total grade: 40.00 %

Mutual Aid and Fire Line exercise Given a Scenario student will be able to accurately gather the facts and make an ethical decision.

Writing assignments

Percent of total grade: 10.00 %

Complete a Mutual Aid Agreement Prepare a written POST incident analysis.

Other methods of evaluation

Percent of total grade: 20.00 %

Scenarios using tactical communications and Multiple Patient Management Plans.

Objective examinations

Percent of total grade: 30.00 %

Final Exam and Quizzes

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours: 8

Assignment Description: Text reading, handouts, articles, and case studies

Required Outside Hours: 8

**REPRESENTATIVE TEXTBOOKS:**

Recommended Other Texts and Materials

Required and State Fire Training. Company Officer Academy Course Plan , State Fire Training, 2016

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours: 2

Minimum Hours: 2

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 213300