

**DeKalb County Fire Department
Practical Skills Testing (DCFD SOG's Amend. 3, Sec. B10)**

Exhibit 42

Administrative Testing

Name of Officer Candidate: _____

Name of Officers Conducting the Test: _____

Test Date: _____

Type of Testing (check one):

initial test

30-day test re-take (attach initial testing form to this form)

365-day test re-take (attach initial and 30-day testing forms to this form)

Testing Element	Time Limit	Time Performed	Pass/Fail	Signature of Reviewer
1) Correctly and completely fill out a DCFD Field Incident Report	Not time			
2) Plan, Prepare, and Instruct a monthly Hand-on Training Drill	2 hr. duration			
3) Pass a written test with 10 random questions from the DCFD Standard Operating Guidelines. (minimum 80% score)	20 mins.			

Results of Test (pass or fail): _____

Signature of Testing Officers: 1) _____

2) _____

Candidates should be proficient in performing these skills, as they are applying for leadership positions. There must be no coaching or assisting while candidates are performing these skill sets. Certain skills will be timed and the skill set must be completed in the allotted time. This evaluation must be administered by at least two current officers at or above the rank of Captain. No other persons will be present during these evaluations. If candidates fail ANY of the skill sets, they must wait 30 days before re-taking the failed sections of these evaluations. If the candidate fails to successfully complete all skills sets on the second attempt, he/she must wait a full year (365 days) to re-take the entire evaluation (not just the failed sections).