

Fire Officer I and II

Thank you for your registration and congratulations on your acceptance into the Fire Officer I and II program. This program is unlike many other Division courses. This course will focus heavily on classroom learning and require students to research, participate in role playing scenarios during class, and complete comprehensive projects out of class.

Prior to coming to the first day of class, (NOT orientation day), you are required to research your own department and gather the following information:

- 1) Provide a brief overview of your department including department type, staffing, services provided, call volume and type.
- 2) Using a departmental organizational chart, clearly define the various responsibilities of each level within your organization and define what level you are currently operating at.
- 3) Identify and clearly define three major concerns facing your department.
 - a. one dealing with personnel issues
 - b. one regarding incident response criteria
 - c. one that focuses on training

This information will be used as an in-class analysis discussion. The ideas and information that will be exchanged will help shape your first class project. You will continue to work on this project throughout the duration of the program.

This program is presented over the course of six (6) weeks. One week in class, then one week off, then back the next and so on until you have spent three weeks in class and three weeks out of class.

During the three weeks away from class, you will be required to complete several projects that pertain to the topics that are being presented as part of the course. Each one of these projects is graded and counts towards your final eligibility to sit for the final written exam.

Attendance at ALL class dates is required. If you must miss class dates during this presentation, you should re-consider your attendance before the first day of class.

The dress code for the Officer program has become a long standing tradition. You are required to wear a shirt and tie with suitable business attire such as slacks and shoes. A department formal uniform shirt with tie and formal uniform pants are also acceptable. Women can opt to wear formal business attire. So in other words, no t-shirts, jeans, and/or sneakers.

Any questions you may have prior to the orientation can be directed to Chris Rousseau at chris.rousseau@dos.nh.gov or to 603.223.4224 during normal business hours.