

Officer Readiness Checklist

Member Name:

Date Completed:

Current Role:

Desired Role:

Certifications & Training - NFPA 1021

Lieutenant	Captain	Assistant Chief	Chief
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Leadership & Management Skills

- Demonstrates ability to lead drills & training sessions
- Communicates clearly with team members & leadership
- Handles conflict constructively
- Provides feedback & mentorship to newer members
- Models professionalism on & off duty

Community & Department Engagement

- Participates in recruitment & retention efforts
- Engages in community outreach events
- Represents the department positively to the public
- Supports department initiatives and long-term goals

Operational Readiness

- Comfortable making decisions under pressure
- Understands and applies SOPs
- Capable of managing personnel at an incident
- Demonstrates strong situational awareness
- Maintains personal, physical, and mental readiness

Self-Assessment & Growth

- Identified strengths as a leader
- Identified areas for improvement
- Has a personal development/growth plan
- Open to feedback & coaching

Administrative Competence

- Completes reports accurately & on time
- Participates in meetings and planning sessions
- Understands budgeting/resource allocation *as applicable*
- Familiar with department personnel management tools