

Fire Officer I – Assignment #2
Utah Fire and Rescue Academy

Situation:

As a company officer, you need to know and understand the following:

- Each management component of your organization
- Your organization and how the flow of information and responsibility occurs
- The meaning and purpose of a mission statement

Assignment:

1. Identify and describe the type of organization you are with (municipal, county, state, Federal, district). Example: Municipal department formed under the city of _____, an elected city mayor with oversight by an elected city council.
2. Provide a copy of your department's organizational chart. If you do not have one, create one using the blank Organizational Chart handout.
3. Identify at least three positions on your org chart and list their respective responsibilities.
4. Write a new mission statement for your department.

Requirements:

1. Type your assignment, double spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling.
2. Scan the org chart and include it with your assignment submission.
3. Submit the assignment electronically as a .doc or .docx.

State Skill #12