



# Fire Officer IV

## Skills Evaluation Sheets NFPA 1021 2014 Edition

STATE OF CONNECTICUT  
COMMISSION ON FIRE PREVENTION AND CONTROL  
860-627-6363  
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State of Connecticut  
**COMMISSION ON FIRE PREVENTION AND CONTROL**



**Fire Officer IV**  
**Practical Skill Sheet Index**

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		<b>2014 Edition</b>
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7.2.2A	Evaluate Employee/Management Relations	7.2.2, 7.2.2(A)(B)
7.2.3A	Establish/Evaluate Training Goals	7.2.3, 7.2.3(A)(B)
7.2.4A	Appraise Employee Assistance Program	7.2.4, 7.2.4(A)(B)
7.2.5A	Evaluate Incentive Program	7.2.5, 7.2.5(A)(B)
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7.4.3A	Develop a Comprehensive Hazard/Risk Analysis	7.4.3, 7.4.3(A)(B)
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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.2.1A</b>	Primary Task: <b>Appraise Department Human Resources</b>		
Objective(s) : 7.2.1, 7.2.1(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies applicable laws and standards			
2. Identifies methods for evaluating demographics and practices			
3. Identifies community demographics			
4. Completes evaluation of demographics and practices			
5. * Identifies SWOT			
6. Identifies need for corrective action, as needed			
7. Identifies time frame for action			
8. Identifies time for re-evaluation			
9. Delegates authority as needed for resolution			
10. * Completes executive summary			
11. Presents summary of findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>8</b>

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## Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.2.2A</b>	Primary Task: <b>Evaluate Employee/Management Relations</b>																
Objective(s) : 7.2.2, 7.2.2(A)(B)	NFPA Standard: 1021																
Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>																	
<b>Performance Evaluation Sheet</b>																	
<b>Tasks:</b>																	
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">1<sup>st</sup></th> <th style="width: 50px;">2<sup>nd</sup></th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	1 <sup>st</sup>	2 <sup>nd</sup>														
1 <sup>st</sup>	2 <sup>nd</sup>																
1. Identifies methods for evaluating employee/management relations																	
2. Identifies data sources for evaluation																	
3. data Assesses data and facts																	
4. Identifies corrective action plan process																	
5. Identifies timeframe for corrective action and follow-up																	
6. * Compiles and summarizes																	
7. * Presents summary of findings																	
* Critical Task      Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>																
Total number tasks candidate must complete to pass <b>5</b>																	

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.2.3A</b>	Primary Task: <b>Establish/Evaluate Training Goals</b>		
Objective(s) : 7.2.3, 7.2.3(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Completes summary of all requirements by position			
2. Identifies department training and education needs by type			
3. Identifies timeframe for required training			
4. Evaluates existing training resources and options			
5. Identifies and evaluates training budget			
6. * Selects and justifies training program goals and objectives			
7. * Evaluates and enumerates steps to implement training program			
8. Identifies plan for evaluating program			
9. * Presents summary of findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>7</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.2.4A</b>	Primary Task: <b>Appraise Employee Assistance Program</b>														
Objective(s) : 7.2.4, 7.2.4(A)(B)	NFPA Standard: 1021														
Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>															
<b>Performance Evaluation Sheet</b>															
<b>Tasks:</b>															
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1 <sup>st</sup>	2 <sup>nd</sup>														
1. Identifies evaluation method used for appraisal															
2. Identifies EAP utilization															
3. Provides a description of the EAP															
4. Identifies goals of the EAP															
5. * Provides summary of the EAP-including data, findings, conclusion and recommendation															
6. * Presents summary of findings															
.															
* Critical Task      Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>														
Total number tasks candidate must complete to pass <b>4</b>															

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.2.5A</b>	Primary Task: <b>Evaluate Incentive Program</b>				
Objective(s) : 7.2.5, 7.2.5(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>			
<b>Performance Evaluation Sheet</b>					
<b>Tasks:</b>					
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>			
1. Identifies evaluation method used for evaluating the incentive program	<input type="text"/>	<input type="text"/>			
2. Identifies incentive program utilization	<input type="text"/>	<input type="text"/>			
3. Provides a description of the incentive program	<input type="text"/>	<input type="text"/>			
4. Identifies goals of the incentive program	<input type="text"/>	<input type="text"/>			
5. * Provides summary of the incentive program-including data, findings, conclusion and recommendation Identifies timeframe to implement the incentive program	<input type="text"/>	<input type="text"/>			
6. * Presents summary of findings	<input type="text"/>	<input type="text"/>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">* Critical Task Failure of this task mandates failure on the entire objective</td> <td style="width: 33%;">Safety is <b>PARAMOUNT</b></td> <td style="width: 33%;">Total number tasks candidate must complete to pass <b>4</b></td> </tr> </table>			* Critical Task Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>			

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.3.1A</b>	Primary Task: <b>Project Positive Image for Fire Department</b>												
Objective(s) : 7.3.1, 7.3.1(A)(B)	NFPA Standard: 1021												
Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>													
<b>Performance Evaluation Sheet</b>													
<b>Tasks:</b>													
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 50px;">1<sup>st</sup></th> <th style="width: 50px;">2<sup>nd</sup></th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	1 <sup>st</sup>	2 <sup>nd</sup>										
1 <sup>st</sup>	2 <sup>nd</sup>												
<ol style="list-style-type: none"> <li>1. Identifies required role in community leadership</li> <li>2. Assesses current role and determine necessary changes</li> <li>3. * Identifies appropriate data sources</li> <li>4. Identifies departmental activities for participation in a leadership role</li> <li>5. * Presents findings</li> </ol>													
* Critical Task      Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>												
Total number tasks candidate must complete to pass	<b>4</b>												

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Skill Sheet No. <b>7.4.1A</b>	Primary Task: <b>Develop a Comprehensive Long-Range Plan</b>	
Objective(s) : 7.4.1, 7.4.1(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
		<b>1<sup>st</sup></b> <b>2<sup>nd</sup></b>
1. Develops an executive summary/statement		
2. Reviews and analyzes the data		
3. Identifies the departmental needs		
4. * Selects and defines goals and objectives		
5. * Develops requirements for meeting goals and objectives for department		
6. Summarizes alternatives		
7. Implements plan with timeframes		
8. Identifies budget requirements		
9. Evaluates periodically		
10. * Presents findings		
* Critical Task    Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>7</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.4.2A</b> Primary Task: <b>Evaluate/Project Training and Facilities Needs</b>			
Objective(s) : 7.4.2, 7.4.2(A)(B)		NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies method for evaluating training and facility needs			
2. Reviews and analyzes data to identify departmental needs			
3. * Selects and defines goals and objectives			
4. * Develops requirements for meeting goals and objectives for department			
5. Summarizes alternatives			
6. Implements plan with timeframes			
7. Identifies budget requirements			
8. Evaluates periodically			
9. * Develops an executive summary/statement			
10. * Presents summary of findings			
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>7</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.4.3A</b> Primary Task: <b>Develop a Comprehensive Hazard/Risk Analysis</b>		
Objective(s) : 7.4.3, 7.4.3(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies department mission and operational direction	<input type="text"/>	<input type="text"/>
2. * Identifies data sources to determine comprehensive risks, trends, issues for analysis	<input type="text"/>	<input type="text"/>
3. Identifies (when applicable) potential hazards and consequences resulting from inadequate attention to:		
a. accident and/or injury prevention programs and investigations	<input type="text"/>	<input type="text"/>
b. facility, apparatus, equipment and PPE inspection practices	<input type="text"/>	<input type="text"/>
c. personnel health and well being policies and practices (including infection control, physical examinations and Critical Incident Stress Management)	<input type="text"/>	<input type="text"/>
d. training-related health and safety issues	<input type="text"/>	<input type="text"/>
e. development and maintenance of consistent, updated SOPs for operational guidance	<input type="text"/>	<input type="text"/>
4. Defines considerations for assessing the role of an Occupational Safety and Health Committee within a department's overall Health and Safety Plan	<input type="text"/>	<input type="text"/>
5. * Presents summary of findings	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.4.4A</b> Primary Task: <b>Develop a Plan for Capital Project or Program</b>			
Objective(s) : 7.4.4, 7.4.4(A)(B)	NFPA Standard: 1021	Candidate No.	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1.	Defines the demographics for the community, its population and its potential hazards		
2.	Identifies any customer and/or community special needs and/or unmet needs		
3.	Defines the specific capital improvement project or program and assigns objectives and budget proposal		
4.	Designs an assessment tool and analysis for the present program or project		
5.	Defines how the jurisdiction will fund the capital project and program		
6.	* Presents summary of findings		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>5</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.6.1A</b>	Primary Task: <b>Develop a Comprehensive Disaster Plan</b>	
Objective(s) : 7.6.1, 7.6.1(A)(B) 7.6.2(A)(B)	NFPA Standard: 1021	Candidate No. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>
<b>Performance Evaluation Sheet</b>		
<b>Tasks:</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
1. Identifies mission of department		
2. Identifies use of Incident Management System (IMS)		
3. Identifies role of specialized decision-makers		
4. Identifies delegation of authority		
5. Identifies specific tasks of management personnel		
6. Identifies method of hazard assessment		
7. Identifies fire department operation plan		
8. Identifies inter-agency cooperation and lists specific agencies for response to AHJ		
9. Describes proposed action plan for Comprehensive Disaster Response		
10. Describes special considerations for Civil Disturbance incidents		
11. * Develops an executive summary		
12. * Presents summary of findings		
* Critical Task Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>9</b>

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# Fire Officer IV Skill Sheets

Skill Sheet No. <b>7.7.1A</b>	Primary Task: <b>Develop Risk Management Program</b>																				
Objective(s) : 7.7.1, 7.7.1(A)(B)	NFPA Standard: 1021																				
Candidate No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>																					
<b>Performance Evaluation Sheet</b>																					
<b>Tasks:</b>																					
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1 <sup>st</sup>	2 <sup>nd</sup>																				
<ol style="list-style-type: none"> <li>1. Identifies mission of department</li> <li>2. Identifies risk and trends related to department health and safety issues</li> <li>3. Selects and defines risk management goals and objectives to alleviate potential concerns</li> <li>4. References appropriate laws, standards and regulations</li> <li>5. Identifies requirements for meeting goals and objectives</li> <li>6. Describes implementations process and timeframe</li> <li>7. Identifies schedule for periodic evaluation of process</li> <li>8. * Develops an executive summary/statement</li> <li>9. * Presents summary findings</li> </ol>																					
* Critical Task      Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>																				
Total number tasks candidate must complete to pass	<b>7</b>																				

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