



# Fire Officer IV

## Skills Evaluation Sheets 2020 Edition

STATE OF CONNECTICUT  
COMMISSION ON FIRE PREVENTION AND CONTROL  
860-627-6363  
In-State Toll Free - 1-877-528-3473



## **Fire Officer IV**

### **Practical Skill Evaluation Sheets Index**

<b>SS#</b>	<b>Skill Sheets Title</b>	<b>NFPA 1021 Objectives Addressed, 2020 Edition</b>
FO4-1	Appraise Department Human Resources	7.2.1, 7.2.1(A)(B)
FO4-2	Evaluate Employee/Management Relations	7.2.2, 7.2.2(A)(B)
FO4-3	Establish/Evaluate Training Goals	7.2.3, 7.2.3(A)(B)
FO4-4	Appraise Employee Assistance Program	7.2.4, 7.2.4(A)(B)
FO4-5	Evaluate Incentive Program	7.2.5, 7.2.5(A)(B)
FO4-6	Project Positive Image for Fire Department	7.3.1, 7.3.1(A)(B)
FO4-7	Develop a Comprehensive Long-Range Plan	7.4.1, 7.4.1(A)(B)
FO4-8	Evaluate/Project Training & Facilities Needs	7.4.2, 7.4.2(A)(B)
FO4-9	Develop a Comprehensive Hazard/Risk Analysis	7.4.3, 7.4.3(A)(B)
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FO4-11	Develop a Comprehensive Disaster Plan	7.6.1, 7.6.1(A)(B); 7.6.2, 7.6.2(A)(B)
FO4-12	Develop Risk Management Program	7.7.1, 7.7.1(A)(B)
FO4-13	Develop Media Relations Program	7.3.2, 7.3.2(A)(B)
FO4-14	Develop Succession Plan	7.4.5, 7.4.5(A)(B)
FO4-15	Develop Hostile Event Plan	7.6.2, 7.6.2(A)(B)

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<b>Skill Sheet #: FO4-1</b>		<b>Primary: Appraise Department HR</b>																									
Objective(s) : 7.2.1, 7.2.1(A)(B)		NFPA Standard:1021 2020Edition																									
		Candidate #																									
<b>Performance Evaluation Sheet</b>																											
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<b>Skill Sheet #:</b> FO4-2		<b>Primary:</b> Initiate a Member/Management Program	
Objective(s) : 7.2.2, 7.2.2(A)(B)		NFPA Standard:1021 2020Edition	
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
<b>1st</b> <b>2nd</b>			
1. Identify methods for analyzing current status of membership/management relations			
2. Identifies applicable policies and procedures			
3. Identifies applicable contractual agreements			
4. Identifies time frame for corrective action study and implementation of program			
5. Identifies corrective actions to be taken			
6. Demonstrates ability to negotiate			
7. *Demonstrates ability to conduct program implementation			
* 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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<b>Skill Sheet #: FO4-3</b>		<b>Primary: Establish/Evaluate Training Goals</b>	
Objective(s) : 7.2.3, 7.2.3(A)(B)		NFPA Standard:1021 2020Edition	
		Candidate #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
<b>1st</b> <b>2nd</b>			
1. Complete summary of all training requirements by position			
2. Identifies community needs			
3. Identifies department training and education needs by type			
4. Identifies time frame for required training			
5. Evaluates existing training and education resources and options			
6. Evaluates training budget			
7. Selects and justifies training goals and objectives			
8. Evaluates steps to improve training 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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<b>Skill Sheet #: FO4-4</b>		<b>Primary: Appraise Member Assistance Program</b>																									
Objective(s) : 7.2.4, 7.2.4(A)(B)		NFPA Standard:1021 2020Edition																									
		Candidate #																									
<b>Performance Evaluation Sheet</b>																											
Tasks:																											
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<b>Skill Sheet #: FO4-4</b>		<b>Primary: Evaluate Incentive Program</b>																									
Objective(s) : 7.2.5, 7.2.5(A)(B)		NFPA Standard:1021 2020Edition																									
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<b>Skill Sheet #: FO4-6</b>		<b>Primary: Project Positive Image for Fire Dept.</b>																			
Objective(s) : 7.3.1, 7.3.1(A)(B)		NFPA Standard:1021 2020Edition																			
		Candidate #																			
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<b>Skill Sheet #: FO4-7</b>		<b>Primary: Develop a Long Range Plan</b>	
Objective(s) : 7.4.1, 7.4.1(A)(B)		NFPA Standard:1021 2020Edition	
		Candidate #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
<b>1st</b> <b>2nd</b>			
1. Identifies Departmental needs			
2. Reviews and analyzes the data			
3. *Selects and defines goals and objectives			
4. *Developes requirements for meeting goals and objectives			
5. Forecasts resources			
6. Interprets fiscal analysis			
7. Summarizes alternatives			
8. Implements plan wwith timeframes			
9. Evaluates periodically			
10. *Presents findings			
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
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Skill Sheet #: FO4-8	Primary: Evaluate and Forecast Training Requirements	
Objective(s) : 7.4.2, 7.4.2(A)(B)	NFPA Standard:1021 2020Edition	Candidate #
<b>Performance Evaluation Sheet</b>		
Tasks:		
<b>1st</b> <b>2nd</b>		
1. Identifies method for evaluating training and facility needs		
2. Reviews and analyzes data to determine department needs		
3. *Selects and defines goals and objectives		
4. *Developes requirements for meeting goals and objectives		
5. Interprets fiscal analysis		
6. Summarizes alternatives		
7. Implements plan with timeframe		
8. Evaluates periodically		
9. *Developes an executive summary/statement		
10. *Presents summary of findings		
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<b>Skill Sheet #: FO4-9</b>		<b>Primary: Develop an All Hazard Risk Analysis</b>																						
Objective(s) : 7.4.3, 7.4.3(A)(B)		NFPA Standard:1021 2020Edition																						
		Candidate #																						
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<b>Skill Sheet #:</b> FO4-10		<b>Primary:</b> <b>Plan for Capital Improvement Project or Program</b>		
Objective(s) : 7.4.4, 7.4.4(A)(B)		NFPA Standard:1021 2020Edition	Candidate #	
<b>Performance Evaluation Sheet</b>				
Tasks:				
<b>1st</b> <b>2nd</b>				
1. Defines demographics of the community				
2. Identifies any customer and/or community special needs and/or unmet needs				
3. Defines specific capital improvement project/program and assigns objectives and budget proposal				
4. Designs assessment tool and analysis for the present project/program				
5. Defines how the jurisdiction will fund the capital improvement project/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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<b>Skill Sheet #: FO4-11</b>		<b>Primary: Develop a Comprehensive Disaster Plan</b>																																					
Objective(s) : 7.6.1, 7.6.1(A)(B)		NFPA Standard:1021 2020Edition																																					
		Candidate #																																					
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<b>Skill Sheet #: FO4-12</b>		<b>Primary: Develop a Risk Management Program</b>	
Objective(s) : 7.7.1, 7.7.1(A)(B)		NFPA Standard:1021 2020Edition	
		Candidate #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
<b>1st</b> <b>2nd</b>			
1. Identifies mission of department			
2. Identifies risk and trends related to department health and safety issues			
3. Selects and defines risk management goals and objectives to alleviate potential concerns			
4. References appropriate laws, standards, and regulations			
5. Identifies requirements for meeting goals and objectives			
6. Describes implementation process and time frame			
7. Identifies schedule for periodic review of program			
8. *Developes an executive summary/statement			
9. *Presents summary findings			
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<b>Skill Sheet #: FO4-13</b>		<b>Primary: Develop a Media Relations Program</b>																									
Objective(s) : 7.3.2, 7.3.2(A)(B)		NFPA Standard:1021 2020Edition																									
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<b>Skill Sheet #: FO4-14</b>		<b>Primary: Develop a Department Succession Plan</b>	
Objective(s) : 7.4.5, 7.4.5(A)(B)		NFPA Standard:1021 2020Edition	
		Candidate #	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
<b>1st</b> <b>2nd</b>			
1. Identifies future needs of department			
2. Demonstrates ability to conduct personnel needs assessment			
3. Demonstrates ability to forecast budgets			
4. Assesses member demographics, recruitment, and retention			
5. Develops plan to assure future needs of department are met			
6. *Provides summary of findings			
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
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Fire Officer IV Skill Sheets



<b>Skill Sheet #: FO4-15</b>		<b>Primary: Develop a Plan for a Hostile Event</b>																												
Objective(s) : 7.6.2, 7.6.2(A)(B)		NFPA Standard:1021 2020Edition																												
		Candidate #																												
<b>Performance Evaluation Sheet</b>																														
Tasks:																														
<table border="1" style="width: 100%;"><thead><tr><th></th><th>1st</th><th>2nd</th></tr></thead><tbody><tr><td>1. Identifies mission of department</td><td></td><td></td></tr><tr><td>2. Identifies use of Incident Management System</td><td></td><td></td></tr><tr><td>3. Identifies use of Unified Command</td><td></td><td></td></tr><tr><td>4. Identifies method of hazard assessment</td><td></td><td></td></tr><tr><td>5. Identifies inter-agency cooperation and identifies local, state, and federal agencies for response to AHJ</td><td></td><td></td></tr><tr><td>6. Describes special considerations for hostile events</td><td></td><td></td></tr><tr><td>7. *Developes an executive summary</td><td></td><td></td></tr><tr><td>8. *Presents summary of findings</td><td></td><td></td></tr></tbody></table>					1st	2nd	1. Identifies mission of department			2. Identifies use of Incident Management System			3. Identifies use of Unified Command			4. Identifies method of hazard assessment			5. Identifies inter-agency cooperation and identifies local, state, and federal agencies for response to AHJ			6. Describes special considerations for hostile events			7. *Developes an executive summary			8. *Presents summary of findings		
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* 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>6</b>																												

12/2021

**Prevent or prohibit any unsafe acts.  
Contact the Chief Examiner at any time with any questions.  
Remember, you are an evaluator, not a trainer...**

*IN THE EVENT OF FAILURE OF THIS SKILL, EVALUATOR MUST COMPLETE REVERSE SIDE.*