



# 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

SS#	Skill Sheets Title	NFPA 1021 Objectives Addressed, 2020 Edition
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)
FO4-10	Develop Plan for a Capital Project or Program	7.4.4, 7.4.4(A)(B)
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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State of Connecticut  
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**Fire Officer IV Skill Sheets**



<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>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identify applicable laws and standards			
2. Demonstates ability to evaluate community demographics			
3. Demonstates ability to analyze community issues			
4. Identifies formal and informal community leaders			
5. Demonstrates ability to delegate authority			
6. Demonstrates ability to communicate interpersonally			
7. Demonstrates ability to communicate formally			
* 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	

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**Fire Officer IV Skill Sheets**



<b>Skill Sheet #: FO4-2</b>		<b>Primary: Initiate a Member/Management Program</b>	
Objective(s) : 7.2.2, 7.2.2(A)(B)	NFPA Standard:1021 2020Edition	Candidate #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<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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**Fire Officer IV Skill Sheets**



<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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**Fire Officer IV Skill Sheets**



<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:			
		<b>1st</b>	<b>2nd</b>
1. Identifies evaluation method used for appraisal			
2. Evaluates available assistance programs			
3. Identifies member assistance program utilization			
4. Identifies goals of member assistance program			
5. Provides description of member assistance program			
6. *Provides summary of member assistance program – including data, findings, conclusion and recommendation			
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**



<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	Candidate #
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies evaluation method used			
2. Identifies program utilization			
3. Provides a description of the program			
4. Identifies goals of the the incentive program			
5. Provides summary of the incentive program – including data, findings, conclusion and recommendations			
6. Identifies time frame for program implementation			
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**



<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 #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies community and civic issues			
2. Identifies formal and informal community leaders			
3. Assesses current role in community and determines necessary changes			
4. Identifies departmental activities for participation in leadership role			
5. *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>3</b>

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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>	Total number tasks candidate must complete to pass <b>7</b>

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**Fire Officer IV Skill Sheets**



<b>Skill Sheet #: FO4-8</b>		<b>Primary: Evaluate and Forecast Training Requirements</b>	
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			
* 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**



<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 #
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies department mission and operational direction			
2. *Identifies data sources to determine comprehensive risks, trends, and issues for analysis			
3. Identifies community development features			
4. Identifies community demographics			
5. Conducts value analysis			
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**



<b>Skill Sheet #: FO4-10</b>	<b>Primary: 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:															
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">1st</th> <th style="width: 50px;">2nd</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	1st	2nd												
1st	2nd														
<ol style="list-style-type: none"> <li>1. Defines demographics of the communitiy</li> <li>2. Identifies any customer and/or community special needs and/or unmet needs</li> <li>3. Defines specific capital improvemnet project/program ansd assigns objectives and budgget proposal</li> <li>4. Designs assesment tool and analysis for the present project/program</li> <li>5. Defines how the jurisdiction will fund the capital improvement project/program</li> <li>6. *Presents summary of 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>5</b>													

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**Fire Officer IV Skill Sheets**



<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 #
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies mission of department			
2. Identifies use of Incident Management system (ICS)			
3. Identifies role of specialized decision makers			
4. Identifies delegation of authority			
5. Identifies specific tasks of management personnel			
6. Identifies hazard assesment method			
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. *Developes executive summary			
11. *Presents summary 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**



<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			
* 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**



<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	Candidate #	
<b>Performance Evaluation Sheet</b>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies policies and procedures for information dissemination			
2. Identifies applicable laws, rules, and regulations governing information release			
3. Identifies time line to develop media relations program			
4. Assures all information to be released is accurate			
5.			
6.			
7.			
* 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

9/9/21

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**Fire Officer IV Skill Sheets**



<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>			
Tasks:			
		<b>1st</b>	<b>2nd</b>
1. Identifies future needs of department			
2. Demonstrates ability to conduct personnel needs assesment			
3. Demonstrates ability to forecast budgets			
4. Asseseses member demographics, recruitment, and retention			
5. Developes plan to assure futer 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>	Total number tasks candidate must complete to pass	<b>5</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:			
		<b>1st</b>	<b>2nd</b>
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			
* 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>

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