NFPA 1020: 2025 Edition, Chapter 12 Fire Officer IV

Below please find what has been previously approved by the Committee on Accreditation (COA) for this level of certification. This example does not take into consideration “Document Review”, “Portfolio”, or “Other testing methods.”

If your agency selects completing their online Assessment Methodology Matrix (AMM) utilizing these test methods, our Technical Analysts may place your application under a COA meeting consent agenda bypassing the usual COA review.

The spaces identified below with an “X” must be replaced with the appropriate cognitive test item numbers (e.g. Questions 1,4,6,7,9, etc.) or the score sheet numbers under Product, Psychomotor/Process methods as score sheet numbers (e.g.- SS 101, 202, and 304, etc.).

	Knowledge-Based Assessments (graded after submission)		**Performance-Based Assessments** (graded in real-time as they are performed)	
Section	**Cognitive** (e.g. Multiple Choice, Short Answer, Discretionary Time with Resources)	**Product** (e.g., document or develop a budget, proposal, lesson plan)	**Psychomotor** (Primarily an observable physical task. e.g., don, doff)	**Process** (Primarily a mental or verbalized task. e.g., inspect)
The Fire Officer IV shall meet the requirements of Fire Officer III and the job performance requirements defined in Sections **12.2** through **12.7**. (FOR THIS LINE ONLY- PLEASE INPUT "ACKNOWLEDGE" IN THE "OTHER" COLUMN OF THE MATRIX.)				
12.1				
12.2.1* Evaluate the department’s human resource demographics, given appropriate community and departmental demographic data and federal, provincial, state, tribal, and local laws, so that a recruitment, selection, and placement plan is developed.				
12.2.1		**X***	**X***	
(A) Requisite Knowledge.				

Policies and procedures; local, state, provincial, and federal regulations; community demographics; community issues; and formal and informal community leaders.			
12.2.1 (A)	X		
(B) Requisite Skills. The ability to relate interpersonally, analyze departmental human resources data and community representation, and communicate verbally departmental recruitment strategies.			
12.2.1 (B)			X
12.2.2* Develop a plan to initiate a new member benefit, given the need for the benefit; a collective bargaining agreement (CBA), where applicable; and federal, provincial, state, tribal, and local laws, so that the plan incorporates input from all levels of the organization and has measures for its participation and effectiveness.			
12.2.2		X	X
(A) Requisite Knowledge. Policies and procedures; contractual agreements; and federal, provincial, state, tribal, and local regulations.			
12.2.2 (A)	X		
(B) Requisite Skills. The ability to negotiate, analyze current status of member relations, relate interpersonally, analyze the current member/management relations, conduct program implementation, and communicate verbally elements of the plan.			
12.2.2 (B)		X*	X*
12.2.3 Evaluate the organization's education and in-service training program, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.			
12.2.3		X*	X*
(A) Requisite Knowledge. Training resources; community needs; internal and external customers; policies and procedures; contractual agreements; and local, state, provincial, and federal regulations.			

12.2.3 (A)	X		
(B) Requisite Skills. The ability to analyze and organize data and resources and communicate verbally deficiencies and needs of the program.			
12.2.3 (B)		X*	X*
12.2.4* Evaluate the organization's member assistance program, given a member assistance program; stated outcomes; historic usage and referral data; and federal, provincial, state, tribal, and local laws, so that the usage is tracked and analyzed and stated goals are achieved.			
12.2.4		X	X
(A)* Requisite Knowledge. Policies and procedures; available assistance programs; contractual agreements; federal, provincial, state, tribal, and local regulations; and behavioral health issues as outlined in NFPA 1550.			
12.2.4 (A)	X		
(B) Requisite Skills. The ability to relate interpersonally to members, promote member utilization of member assistance programs, benchmark program outcome data, and communicate program data and trends.			
12.2.4 (B)		X*	X*
12.2.5* Evaluate an incentive program, given historical data, a trend line, and stated program goals, so that modifications to the plan are created, measured, and evaluated against the stated program goals.			
12.2.5		X*	X*
(A) Requisite Knowledge. Policies and procedures; available incentive programs; contractual agreements; and local, state, provincial, and federal regulations.			
12.2.5 (A)	X		
(B) Requisite Skills. The ability to relate interpersonally, and to analyze data, evaluate programs, and communicate modifications and desired outcomes.			

12.2.5 (B)		X*	X*
12.3.1*			
Facilitate a community function that addresses a community need, given a community function and identified needs, so that a community need is met.			
12.3.1			X
(A) Requisite Knowledge.			
Community demographics and socioeconomics, community and civic issues, effective customer service methods, public relations, and formal and informal community leaders.			
12.3.1 (A)	X		
(B) Requisite Skills.			
The ability to verbally communicate identified community needs and goals and outcomes of community functions.			
12.3.1 (B)		X*	X*
12.3.2			
Develop a media relations program, given AHJ policies and procedures, so that disseminated information is accurate and accessible, and its access complies with federal, provincial, state, tribal, and local laws.			
12.3.2		X	
(A) Requisite Knowledge.			
AHJ policies and procedures for information dissemination; applicable laws, rules, and regulations governing information release; fundamentals of media relations; public relations techniques; and social media platforms.			
12.3.2 (A)	X		
(B) Requisite Skills.			
The ability to verbally communicate applicable federal, provincial, state, tribal, and local laws and requested information and develop and oversee programs.			
12.3.2 (B)		X*	X*
12.4.1			

Develop a comprehensive long-range plan for service delivery, given community needs, current department capabilities, and resources, so that the projected needs of the community are met.			
12.4.1		X	
(A) Requisite Knowledge. Policies and procedures, physical and geographic characteristics, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, and local, state/provincial, and federal regulations.			
12.4.1 (A)	X		
(B) Requisite Skills. The ability to make public presentations, interpret fiscal analysis, comply with public policy processes, forecast resources, analyze current department status requirements, and communicate verbally elements of the long-range plan.			
12.4.1 (B)		X*	X*
12.4.2* Develop a comprehensive long-range plan for training needs, given departmental goals, facilities, buildings, and community needs, so that the plan includes metrics and timelines that measure the outcomes and fulfills the community and departmental needs.			
12.4.2		X	
(A) Requisite Knowledge. Policies and procedures; physical and geographic characteristics; building and fire codes; departmental plan; staffing requirements; training standards; needs assessment; contractual agreements; and local, state/provincial, and federal regulations.			
12.4.2 (A)	X		
(B) Requisite Skills. The ability to communicate verbally elements of the long-range plan, make public presentations, interpret fiscal analysis, forecast needs, and analyze data.			
12.4.2 (B)		X*	X*
12.4.3 Complete a written, comprehensive, all-hazard risk and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision making.			

12.4.3		X	
(A) Requisite Knowledge. Risk, hazard, and value analysis methods and process; community development features, community demographics; and assessed valuation of properties in the community.			
12.4.3 (A)	X		
(B) Requisite Skills. The ability to conduct a needs assessment, identify community hazards, solve problems, and communicate verbally elements of the community assessment.			
12.4.3 (B)		X*	X*
12.4.4 Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.			
12.4.4		X	
(A) Requisite Knowledge. Strategic planning, capital improvement planning and budgeting, and facility planning.			
12.4.4 (A)	X		
(B) Requisite Skills. The ability to conduct a needs assessment, identify gaps or needs, solve problems, project needs, and verbally communicate identified project or program desired outcomes.			
12.4.4 (B)		X*	X*
12.4.5 Develop a succession plan, given department resources, policies, and procedures, so that the future needs of the department are met.			
12.4.5		X	
(A) Requisite Knowledge. Strategic planning, member demographics, recruitment, and retention.			
12.4.5 (A)	X		
(B) Requisite Skills.			

The ability to forecast budgets, conduct a personnel needs assessment, solve problems, and communicate verbally elements of a succession plan.			
12.4.5 (B)		X*	X*
12.6.1 Develop a comprehensive disaster plan, given organizational, neighboring, and regional resources; historical disaster data; and identified vulnerabilities, so that the plan addresses the impacts of disasters and identifies factors that mitigate risk to the community.			
12.6.1		X	
(A) Requisite Knowledge. Major incident policies and procedures; physical and geographic characteristics; demographics; target hazards; incident management systems; communications systems; intelligence data; contractual and mutual-aid agreements; and local, state/provincial, and federal regulations and resources.			
12.6.1 (A)	X		
(B) Requisite Skills. The ability to analyze data, communicate verbally elements of the disaster plan, develop a disaster plan, and coordinate interagency activity.			
12.6.1 (B)		X*	X*
12.6.2* Develop a comprehensive response plan, given the results of an active shooter hostile event (ASHE) risk assessment analysis, so that the agency operates at a hostile event, integrates with other agencies' actions, and provides for the safety and protection of members.			
12.6.2		X	
(A)* Requisite Knowledge. Major incident plans; policies and procedures; physical and geographic characteristics; demographics; incident management systems; communications systems; contractual and mutual-aid agreements; local, state/provincial, and federal regulations and resources; interagency response communication; and NFPA 3000.			
12.6.2 (A)	X		
(B) Requisite Skills. The ability to cooperate across agencies, interpret the results of an ASHE risk assessment, and construct a departmental response plan.			

12.6.2 (B)		X	X
12.7.1 Develop a risk management plan, given specific risks to the organization, so that the risks are evaluated, risk management options are identified, and the effectiveness of the plan is determined.			
12.7.1		X	
(A) Requisite Knowledge. Policies and procedures; risk management options; accepted safety practices; NFPA 1550; and applicable codes, standards, regulations, and local laws.			
12.7.1 (A)	X		
(B) Requisite Skills. The ability to use evaluative methods, analyze data, and communicate verbally the analysis of the program, the measures of the program, and the effectiveness of the program.			
12.7.1 (B)		X*	X*
12.7.2* Develop a health exposure program, given departmental data, program goals, and an identified exposure, so that mitigation of the exposure is incorporated into the program and the program contains metrics that identify progress toward the stated program goals.			
12.7.2		X	
(A) Requisite Knowledge. The causes of unsafe acts; health exposures or conditions that result in accidents, injuries, occupational illnesses, or deaths; requirements for reporting and receiving information related to health exposures; NFPA 1550.			
12.7.2 (A)	X		
(B) Requisite Skills. The ability to interpret accident, injury, occupational illness, or death reports and to communicate verbally the data, recommendations, and summation of the reports.			
12.7.2 (B)		X*	X*