



# California State Fire Training

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## Application for Fire Chief Certification

*Based on Chief Fire Officer Designation (CFOD) as conferred by the Center for Public Safety Excellence*



**August 2013**

## Application Guidelines

This California Fire Chief Certification application is a result of a cooperative agreement between the California Office of the State Fire Marshal and the Center for Public Safety Excellence. To utilize this streamlined application, candidates must currently be a Chief Fire Officer Designee (CFOD) through the Center for Public Safety Excellence.

*Note: Applicants must have served as a Fire Chief in a California Fire Agency for a minimum of one (1) year in order to qualify for Fire Chief Certification conferred by the Office of State Fire Marshal. Applicants holding a Chief Officer rank, but not appointed as Fire Chief are eligible to receive a Fire Chief Designation.*

### Instructions:

- A. This application must be completed in type written form. Please feel free to add additional sheets if necessary.
- B. Answer all questions as completely as possible. Failure to do so may result in rejection of the application. DO NOT STATE "SEE RESUME" IN LIEU OF ANSWERING QUESTIONS ON THE APPLICATION.
- C. False statements are cause for rejection, removal from the process, or denial or revocation of certification.
- D. This application and all attachments become part of the file for fire chief certification and will not be returned to the applicant.
- E. Include a copy of your organization chart specifically identifying your position.
- F. Include a copy of your resume.
- G. Provide a copy of your CFOD certificate and a letter of verification from the Center for Public Safety Excellence.
- H. Submit the current Fire Chief Certification application fee of \$250.00. An additional \$500.00 fee will be due prior to scheduling the PACE IV interview.

## Employment/Personal Information

Please fill in the requested contact information.

Name:	Phone (home):
E-Mail (work):	Phone (work):
E-Mail (home):	Phone (cell):
Department:	Position Title:
Address:	
Home Address:	

## Code of Professional Conduct

In fulfilling his/her responsibilities, each Certified Fire Chief serves as a moral and ethical agent. Every action will affect the health and well-being of individuals, organizations and communities; therefore, participants must assess the consequences of their decisions and actions and accept responsibility for them. Certified Fire Chiefs must speak out and strive for the most moral and ethical course of action for themselves and for the organizations they lead.

Certified Fire Chiefs are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may be cause for revocation of Fire Chief Certification.

### Responsibilities to Individuals:

*The Chief Officer shall:*

- ❑ Set an exemplary standard for subordinates and peers to follow.
- ❑ Be courteous and tactful in all interactions.
- ❑ Ensure the communication of rights, responsibilities and information are upheld to foster informed decision making.
- ❑ Respect the customs and beliefs of others – consistent with the mission of the organization.
- ❑ Respect the confidentiality of information, except where it is in the public interest or where there is a legal obligation to divulge such information.
- ❑ Promote competence and integrity among individuals associated with the fire and emergency services.

### Responsibilities to the Profession:

*The Chief Officer shall take a leadership role to ensure the fire service:*

- ❑ Serves the public interest in a moral, ethical and efficient manner.
- ❑ Strives to provide quality services as defined by the community and based upon accepted industry standards.
- ❑ Communicates truthfully and avoids misleading representation, raising unreasonable expectations in other persons, or in the community as a whole.
- ❑ Uses sound management practices and makes efficient, effective, economical, and ethical use of resources.
- ❑ Promotes understanding of public protection and safety services and issues.
- ❑ Conducts inter and intra organizational activities in a cooperative way that improves community well-being and safety.
- ❑ Develops and maintains the required level of physical and mental health to enhance and promote individual quality of life which allows for the proper discharge of duties.
- ❑ Reports to the Office of State Fire Marshal when there are reasonable grounds to believe a member has violated this Code of Professional Conduct.

## Code of Professional Conduct – Continued

### Responsibility to the Community and Society:

*The Chief Officer shall:*

- ❑ Abide by the laws of all levels of government, but may seek changes by lawful means where deemed appropriate.
- ❑ Contribute to improving the well-being and safety of the general population, including participation in educational programs, dialogue and recommendations to enhance the quality of life and to improve fire and emergency services.
- ❑ Strive to identify and meet the needs of the community within the resources available and within the mission of the organization.
- ❑ Consider the effects of management policy decisions on the community and society and make recommendations based on these considerations.

### Conflict of Interest:

*A conflict of interest exists when the Chief Officer uses his/her position, authority, or privileged information to:*

- ❑ Obtain an improper benefit, tangible or otherwise, either directly or indirectly.
- ❑ Obtain an improper benefit for another.
- ❑ Make decisions that attempt to, or do, negate the effectiveness of the Fire Chief Certification.

*The Chief Officer shall:*

- ❑ Conduct all relationships in a way that assures management decisions are not compromised by a perceived or real conflict of interest.
- ❑ Disclose to the appropriate authority all direct or indirect personal or financial interests, appointment, or elections which might create a conflict of interest whether real or perceived.
- ❑ Neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing decisions.
- ❑ Refrain from using the Fire Chief Certification to promote or endorse commercial products or services.
- ❑ Value ethics within the fire and emergency services. Most professions abide by a “Code of Ethics or Conduct,” which expresses their members’ agreement as to what constitutes acceptable behavior.

The Office of the State Fire Marshal recognizes the Code of Professional Conduct to promote and maintain the highest standards of professional performance and personal conduct. Abiding by these standards is required for continued status as a Certified Fire Chief, and serves notice to the public who entrust their confidence in the abilities and integrity of the Chief Fire Officers.

## Demographic Information

Please fill in the requested information on the department you are currently working for.

Population Served:		
Total Personnel:	Uniformed:	Civilian:
Paid on Call:	Paid:	Volunteer:
Type of Department: Fully Paid: <input type="checkbox"/> Mostly Paid: <input type="checkbox"/> Fully Volunteer: <input type="checkbox"/> Mostly Volunteer: <input type="checkbox"/> Federal/Military: <input type="checkbox"/> Industrial: <input type="checkbox"/> Other: <input type="checkbox"/>		
Annual Budget:		
What level of EMS service does the department provide? First Responder: <input type="checkbox"/> Basic Life Support: <input type="checkbox"/> Advanced Life Support: <input type="checkbox"/> Does not provide EMS: <input type="checkbox"/>		
Does your department transport patients? Yes <input type="checkbox"/> No <input type="checkbox"/>		
What other services does your department provide (Haz Mat, Rescue, etc.)?		

## Supervisor Attestation Statement

Please have your immediate supervisor sign below.

I, _____ (applicant's supervisor) do attest that the above information is true and complete to the best of my knowledge.	
Signature: _____	Date: _____

## Letters of Reference – CFOD Verification

- All candidates must submit a letter of verification from the Center for Public Safety Excellence.
- All candidates must provide a copy of their CFOD certificate conferred by the Center for Public Safety Excellence.

## Certification Statement

Please read carefully and sign below.

I, \_\_\_\_\_ (Candidate) hereby certify that all statements made on this application are true and complete to the best of my knowledge. I have read and understand the Code of Professional Conduct and agree to abide by this code. I understand that any false statements or documentation may subject me to disqualification, denial, or revocation of State Certification for Fire Chief. I hereby authorize the release of any information pertaining to my previous employment and release you, your organization, or others from any liability or damage that may result from furnishing the information requested. I understand that the California State Fire Marshal and/or his/her designee shall use any such information for the sole purpose of evaluating my qualifications for Fire Chief Certification. I understand that the sole purpose in submitting this application, its contents, and attachments is to evaluate my qualifications and competencies for Fire Chief Certification. By submitting this application, I agree to work cooperatively with an assigned Advocate and to make myself available for a PACE IV Committee review.

Candidate's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_