

Fire Officer 3

(NFPA 1021: Fire Officer III and
NFPA 1140: Wildland Fire Officer II)

Certification Task Book (2020)



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This certification task book includes the certification training standards set forth in the Fire Officer 3 Certification Training Standards Guide (2020) which is based on:

- NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
- NFPA 1140: Standard for Wildland Fire Protection (2022)

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Cover photo courtesy of Los Angeles County Women's Leadership Conference.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

A candidate may initiate a Fire Officer 3 certification task book at the beginning of their first Fire Officer 3 course.

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. All State Fire Training issued updates to an initiated task book are required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all Initiation Requirements.
 - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
 - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all Job Performance Requirements.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all Completion Requirements.
3. Sign and date the candidate verification statement under Review and Approval with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief* and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the Signature Verification page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g., DocuSign or Adobe Sign) to record demonstrated performance of tasks.

* For certification task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

Fire Chief

The fire chief is the individual who initiates (when applicable) and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.

- Verify that the candidate has met all Initiation Requirements prior to initiating the candidate's task book.
- Open the candidate's task book by signing the Fire Chief Approval verification statement with a handwritten (not stamped) signature.
- Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
- Ensure that all Job Performance Requirements were evaluated after the initiation date.
2. Confirm that the candidate meets the Completion Requirements.
3. Sign and date the Fire Chief verification statement under Review and Approval with a handwritten signature.
- If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following items to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training
Attn: Certification
PO Box 944246
Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

The candidate has completed one of the following prerequisites.

- OSFM Fire Officer 2 certification
- OSFM Company Officer certification
- OSFM Fire Officer certification
- Appointment to the rank of Chief Fire Officer or Fire Officer 3

Rank	Appointment Date

Include documentation to verify prerequisite requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Education

SFT confirms that there is no coursework required to initiate this task book.

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature: _____ Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required.
Add additional signature pages as needed.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal-approved (OSFM) additions or revisions appear in *italics*.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

Fire Officer III

Human Resource Management

1. Establish minimum staffing requirements, given available human resources; policies and procedures; federal, state, and provincial laws; and rules and regulations, so that AHJ job-related credentials are maintained. (NFPA 1021: 6.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Develop procedures for hiring **employees**, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory. (NFPA 1021: 6.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Develop procedures and programs for promoting **employees**, given applicable policies and legal requirements, so that the process is a valid and reliable, job-related, and nondiscriminatory. (NFPA 1021: 6.2.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Describe methods to facilitate and encourage employees to participate in professional development, given a professional development model, so that employees achieve their personal and professional goals. (NFPA 1021: 6.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Develop a proposal for improving an employee benefit or for a new employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement. (NFPA 1021: 6.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). (NFPA 1021: 6.2.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

7. Develop an ongoing continuing education and training program, given organizational training requirements, so that employees of the organization are given appropriate training to meet the mission of the organization. (NFPA 1021: 6.2.7) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

8. Apply the requirements of the California Firefighters Procedural Bill of Rights Act (FBOR), given the FBOR and AHJ policies and procedures, so that administrative investigations of fire fighters are conducted in accordance with the FBOR and AHJ policies and procedures. (OSFM) (CTS 2-8)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

9. Develop or improve a community risk reduction (CRR) program, given risk assessment data, so that program outcomes are met. (NFPA 1021: 6.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

Administration

10. Develop a project/program, divisional, or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (NFPA 1021: 6.4.1) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

11. Develop and use a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority. (NFPA 1021: 6.4.2) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

12. Describe the organization's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the organization's policies and procedures, so that competitive bidding is ensured. (NFPA 1021: 6.4.3). (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

13. Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (NFPA 1021: 6.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

14. Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommend. (NFPA 1021: 6.4.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

15. Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized. (NFPA 6.4.6) (CTS 4-6)

Evaluator Signature: _____ Date Verified: _____

Inspection and Investigation

16. Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources, so that the results are evaluated to determine effectiveness. (NFPA 1021: 6.5.1) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

17. Develop a plan, given an identified fire safety, emergency medical, and/or public health problem, so that the approval for a new program, piece of legislation, form of public education, intervention, and/or fire safety code is facilitated. (NFPA 1021: 6.5.2). (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

18. Differentiate between incident Types and characteristics, given incident scenarios, so that incident operations and leadership meet incident requirements in accordance with ICS principles. (OSFM) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

19. Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident. (NFPA 1021: 6.6.1) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

20. Develop and conduct a post-incident analysis, given a multiagency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures. (NFPA 1021: 6.6.2) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

21. Develop or improve a plan for the organization, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need. (NFPA 1021: 6.6.3) (CTS 6-4)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

22. Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program. (NFPA 1021: 6.7.1) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

23. Evaluate AHJ toxic exposure policies and procedures, given AHJ policies and procedures, so that applicable federal, state, and local laws and regulations are incorporated, industry best practices and standards are implemented, barriers are addressed, and AHJ field practices align with policies and procedures to manage toxic exposure. (OSFM) (CTS 7-2)

Evaluator Signature: _____ Date Verified: _____

24. Evaluate behavioral health policies and procedures, given AHJ policies and procedures, so that applicable federal, state, and local laws and regulations are incorporated, industry best practices and standards are implemented, barriers are addressed, and AHJ field practices align with policies and procedures to appropriately manage behavioral health concerns. (OSFM) (CTS 7-3)

Evaluator Signature: _____ Date Verified: _____

Emergency Management

25. Develop a plan for integrating fire services resources in the community's emergency operations plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements. (NFPA 1021: 6.8.1) (CTS 8-1)

Evaluator Signature: _____ Date Verified: _____

Wildland Fire Officer II

Mobilization

26. Supervise multiple resources, given an assignment and resources, so that they are mobilized in accordance with AHJ policies and procedures. (NFPA 1140:7.4.1) (CTS 10-1)

Evaluator Signature: _____ Date Verified: _____

Suppression

27. Develop, validate, modify, and document an incident action plan for each operational period, given an incident, so that strategies and tactics are applied according to AHJ policies and procedures in accordance with incident objectives. (NFPA 1140: 7.5.2) (CTS 11-1)

Evaluator Signature: _____ Date Verified: _____

28. Evaluate the need for and location of incident facilities, given AHJ policies and procedures, so that the location is sited, identified, and communicated to personnel. (NFPA 1140: 7.5.3) (CTS 11-2)

Evaluator Signature: _____ Date Verified: _____

29. Develop and maintain incident records, given AHJ policies and procedures and applicable forms, so that required information is documented. (NFPA 1140: 7.5.4) (CTS 11-3)

Evaluator Signature: _____ Date Verified: _____

30. Obtain incident information from the outgoing incident commander, given a wildland fire, so that the transfer of command is completed and the new incident commander has the information necessary to operate. (NFPA 1140: 7.5.5) (CTS 11-4)

Evaluator Signature: _____ Date Verified: _____

Command

31. Command an expanding wildland incident that incorporates multiple agency resources, given an expanding wildland incident scenario that incorporates multiple agency resources, so that incident operations and leadership meet incident requirements in accordance with ICS principles; incident objectives are met in accordance with AHJ-defined policies and constraints; the incident is continuously managed; transfer of command is completed and the new Incident Commander has the information necessary to operate; incident resources communicate effectively; ICS incident organization aligns with incident complexity; resources required to mitigate the incident are determined, assigned, and placed, and strategies and tactics are applied according to agency policies and procedures and incident objectives; incident resources are ordered for the next operational period; incident resources are supported; the location is correctly sited, clearly identified, and communicated to personnel; strategies and tactics are applied according to AHJ policies and procedures in accordance with incident objectives; the ICS aligns with incident conditions; all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures; and all required information is documented. (OSFM based on NFPA 1140) (CTS 12-1)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Education

The candidate has completed the following course(s).

- Fire Officer 3A: Human Resource Management (2020) or CFO 3A: Human Resource Management for the Chief Fire Officer (2014)
- Fire Officer 3B: Finance and Administration (2020) or CFO 3B: Budget and Fiscal Responsibilities for Chief Fire Officers (2014) and CFO 3C: General Administration Functions for Chief Fire Officers (2014)
- Fire Officer 3C: Command of Expanding Incidents (2020) or CFO 3D: Command of Expanding All-Hazard Incidents (2014)
- ICS-300: Intermediate ICS for Expanding Incidents (classroom delivery only) (CalEMA/Cal OES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, or SFT)

Include documentation to verify education requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Experience

The candidate meets one of the following experience requirements.

- A minimum of two years' full-time paid experience* working at the Fire Officer 2 level in a recognized California fire agency.
- A minimum of four years' volunteer or part-time paid experience* working at the Fire Officer 2 level in a recognized California fire agency.
- A combination of full-time paid and part-time paid or volunteer experience* equal to two year's full-time paid experience working at the Fire Officer 2 level in a recognized California fire agency
- Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

Agency	Experience	Start Date	End Date

* Time spent in an “acting” or “interim” role does not count towards meeting the Experience requirement.

Include documentation to verify experience requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

Supporting Documentation

The candidate meets the following supporting documentation requirements.

- Associate degree (any major) or higher from a post-secondary institution accredited by an organization recognized by the US Department of Education.

Institution	Date on Diploma

Include documentation to degree completion when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection or revocation.

Signature: _____ Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature: _____ Date: _____