

Fire Officer 3

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

Certification Training Standards Guide (2020)



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

Fire Officer 3

Certification Training Standards Guide (2020)

Publication Date: April 2025

This CTS guide utilizes the following NFPA standards to provide the qualifications for State Fire Training's Fire Officer 3 (2020) certification:

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

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).

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How to Read a CTS Guide

Overview

A certification training standard (CTS) guide lists the requisite knowledge, skills, and job performance requirements an individual must complete to become certified in a specific job function.

It also documents and justifies the OSFM-approved revisions to the certification's NFPA standard and identifies where each certification training standard is taught (course plan), tested (skill sheets), and validated (task book).

Individuals aspiring to meet State Fire Training's certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own agency or jurisdiction.

Format

Each certification training standard included in the CTS guide includes the following:

Section Heading

Training standards are grouped by section headings that describe a general category. For example, the Fire Fighter 1 CTS guide includes the following section headings: NFPA Requirements, Fire Department Communications, Fireground Operations, and Preparedness and Maintenance.

Training Standard Title

The training standard title provides a general description of the performance requirement contained within the standard.

Authority

The CTS guide references each individual standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information shaded in gray.

Job Performance Requirements

This segment includes a written statement that describes a specific job-related task, the items an individual needs to complete the task, and measurable or observable outcomes.

Requisite Knowledge

This segment lists the knowledge that an individual must acquire to accomplish the job performance requirement.

Requisite Skills

This segment lists the skills that an individual must acquire to accomplish the job performance requirement.

Content Modification

This table documents and justifies any revisions to the NFPA standard that the development or validation cadres make during the development of a CTS guide.

Cross Reference

This table documents where each training standard is taught (course plan), tested (skill sheets), and validated (task book).

Fire Officer 3

Section 1: Definition of Duties

1-1: Definition of Duty for a Fire Officer 3

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.1, 6.1.1, 6.1.2, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8

Job Performance Requirements

There is no job performance requirement identified for this training standard.

Requisite Knowledge

1. Identify the prerequisite qualifications of a Fire Officer 3
 - OSFM Fire Officer 2 certification, based on NFPA 1021
 - Current national and international trends and developments related to fire service organization, management, and administrative principles, as well as public and private organizations that support the fire and emergency services and the functions of each
2. Identify the human resource management duties of a Fire Officer 3
 - Establishing procedures for hiring, assigning, maintaining AHJ-approved continuing education requirements, promoting, and encouraging professional development of employees
3. Identify the community and government relations duties of a Fire Officer 3
 - Developing programs that improve and expand service and build partnerships with the public
4. Identify the administrative duties of a Fire Officer 3
 - Preparing a divisional or departmental budget
 - Developing a budget management system
 - Developing grant applications
 - Soliciting bids
 - Planning for resource allocation
 - Working with records management systems
5. Identify the inspection and investigation duties of a Fire Officer 3
 - Evaluating inspection programs of the AHJ to determine effectiveness
 - Developing public safety plans
6. Identify the emergency service delivery duties of a Fire Officer 3
 - Managing multiagency planning, deployment, and operations
7. Identify the health and safety duties of a Fire Officer 3
 - Developing, managing, and evaluating a departmental health and safety program
8. Identify the emergency management duties of a Fire Officer 3

Fire Officer 3
Section 1: General

- Developing policies, procedures, and programs for the role of the fire service in the community's emergency management plan
- Identifying the roles of local, state/provincial, and national emergency management agencies

Requisite Skills

1. Research
2. Use evaluative methods
3. Analyze data
4. Communicate orally and in writing
5. Motivate employees

Content Modification

Block	Modification	Justification
RK2	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK8	Added "developing" and "identifying".	NFPA did not provide a verb.
RS5	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 1-3 Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 1-3 Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 1-3	N/A	N/A

Section 2: Human Resource Management

2-1: Establishing Minimum Staffing Requirements

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.1

Job Performance Requirements

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.

Requisite Knowledge

1. Determine minimum staffing requirements
2. Identify available human resources
3. Interpret policies and procedures

Requisite Skills

1. Relate interpersonally
2. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 2-3	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 1

2-2: Developing Hiring Procedures

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.2
2. Office of the State Fire Marshal

Job Performance Requirements

Develop procedures for hiring employees, given policies of the AHJ and legal requirements, so that the process is valid and reliable.

Requisite Knowledge

1. Interpret applicable federal, state/provincial, and local laws; regulations and standards; and policies and procedures
2. Evaluate hiring practices to ensure employees hired reflect community demographics

Requisite Skills

1. Communicate hiring procedures

Content Modification

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK2	Added new knowledge item.	Added by a pre-2023 cadre to encourage paradigm shift toward more representative hiring practices in the California fire service.
RS1	Added “hiring procedures”.	Added for clarity.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 2-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 2

2-3: Developing Promotion Procedures and Programs

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.3
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret applicable federal, state/provincial, and local laws; regulations and standards; and policies and procedures
2. Evaluate promotion practices to ensure employees promoted reflect community demographics

Requisite Skills

1. Communicate promotion procedures
2. Encourage professional development
3. Mentor employees

Content Modification

Block	Modification	Justification
JPR	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK2	Added new knowledge item.	Added by a pre-2023 cadre to encourage paradigm shift toward more representative promotion practices in the California fire service.
RS1	Added "promotion procedures".	Added for clarity.
RS3	Changed "members" to "employees".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 3-3	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 3

2-4: Encouraging Participation in Professional Development

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.4

Job Performance Requirements

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.

Requisite Knowledge

1. Describe interpersonal and motivational techniques
2. Develop and/or apply a professional development model
3. Describe goal setting techniques
4. Evaluate personal and professional goals

Requisite Skills

1. Evaluate employee potential
2. Communicate orally
3. Counsel employees on professional development

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK3	Added “techniques”.	Added for clarity.
RS1	Added “employee”.	Added for clarity.
RS3	Changed “members” to “employees”. Added “on professional development”.	“Member” implies union membership and is not reflective of all California fire service employees. Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 3-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 4

2-5: Developing a Proposal for Improving Employee Benefits

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.5

Job Performance Requirements

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.

Requisite Knowledge

1. **Describe** the organization's benefit program

Requisite Skills

1. Conduct research
2. Communicate

Content Modification

Block	Modification	Justification
JPR	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 4-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 5

2-6: Developing Plans for Providing an Employee Accommodation

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.6

Job Performance Requirements

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).

Requisite Knowledge

1. Interpret the organization's policies and procedures
2. Evaluate legal requirements or reasonable accommodations

Requisite Skills

1. Conduct research
2. Communicate

Content Modification

Block	Modification	Justification
JPR	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 2-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 6

2-7: Developing an Ongoing Continuing Education and Training Program

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.2.7

Job Performance Requirements

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.

Requisite Knowledge

1. Describe organizational mission and goals
2. Describe the training program development process
3. Define needs assessment components

Requisite Skills

1. Perform needs assessment
2. Communicate

Content Modification

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK2	Added “process”.	Added to narrow scope.
RK3	Added “components”.	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 3-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 7

2-8: Applying the Requirements of the California Firefighters Procedural Bill of Rights Act

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the disciplinary process as it relates to the FBOR
2. Describe the notification and interrogation process required by the FBOR
3. Describe the protection of basic rights offered by the FBOR
4. Describe how the FBOR reduces risk and civil and criminal liability

Requisite Skills

1. Prepare for administrative investigations
2. Communicate orally and in writing

Content Modification

Block	Modification	Justification
CTS	Added new certification training standard.	This is a California-specific law that exceeds the NFPA standard.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 2-4	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 8

Section 3: Community and Government Relations

3-1: Developing or Improving a Community Risk Reduction Program

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.3.1

Job Performance Requirements

Develop or improve a community risk reduction (CRR) program, given risk assessment data, so that program outcomes are met.

Requisite Knowledge

1. Evaluate community demographics
2. Evaluate resource availability
3. Evaluate community needs
4. Describe customer service principles
5. Describe program development

Requisite Skills

1. Relate interpersonally
2. Communicate
3. Analyze and interpret data

Content Modification

Block	Modification	Justification
JPR	Added “or improve”.	It will be rare for a FO3 to work in an agency that doesn’t already have a CCR program. They will need to work with data to improve an existing plan.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 4-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 9

Section 4: Administration

4-1: Developing Budget

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the purpose of a budget/budgetary system
2. Identify types of fire agency revenue streams
3. Identify types of fire agency expenditures
4. Identify types of budget models
5. Evaluate supplies and equipment necessary for existing and new programs
6. Evaluate repairs to existing facilities
7. Evaluate new equipment, apparatus maintenance, and personnel costs
8. Describe the organization's approved budgeting system

Requisite Skills

1. Justify capital, operating, and personnel costs
2. Use approved budget management system
3. Allocate finances
4. Relate interpersonally

Content Modification

Block	Modification	Justification
JPR	Added "project/program".	In large agencies (i.e., LA City or County) FO3s won't be permitted to work with the budget at the divisional or departmental level.
RK1	Added new knowledge item.	Added to build stronger background in budget basics for incoming FO3s.
RK2	Added new knowledge item.	Added to build stronger background in budget basics for incoming FO3s.
RK3	Added new knowledge item.	Added to build stronger background in budget basics for incoming FO3s.

Fire Officer III
 Section 4: Administration

RK4	Added new knowledge item.	Added to build stronger background in budget basics for incoming FO3s.
RS1	Added a new skill item.	Added by (year) cadre. This is important to be able to craft an argument for the three primary budget categories.
RS2	Removed “interpret” and added “budget management”.	They candidate needs to able to use, not interpret the system. Added adjectives to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none"> • Topic 5-1 (RK1, RK2, RK3, RK4) • Topic 5-3 (RK5, RK6, RK7, RK8, RS1, RS2, RS3, RS4) 	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none"> • JPR 10

4-2: Developing a Budget Management System

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.2

Job Performance Requirements

Develop and use a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.

Requisite Knowledge

1. Evaluate revenue to date
2. Evaluate anticipated revenue
3. Evaluate expenditures to date
4. Evaluate encumbered amounts
5. Evaluate anticipated expenditures

Requisite Skills

1. Interpret financial data
2. Communicate

Content Modification

Block	Modification	Justification
JPR	Added "and use".	There are very few instances where an FO3 will have to develop a budget from scratch. If they can competently use a system, they could develop one in the future if needed.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 5-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 11

4-3: Describing the Organizational Bidding Process

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.3

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret purchasing laws
2. Interpret policies and procedures

Requisite Skills

1. Use evaluative methods
2. Communicate

Content Modification

Block	Modification	Justification
RS1	Changed "Identify" to "use".	They must be able to do more than identify at this level.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 6-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 12

4-4: Directing a Department Record Management System

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.4

Job Performance Requirements

Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.

Requisite Knowledge

1. Evaluate principles involved in the acquisition, implementation, and retrieval of information by data processing as it applies to the record and budgetary processes
2. Evaluate the capabilities and limitations of information management systems

Requisite Skills

1. Use evaluative methods
2. Communicate
3. Organize data

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 3-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 13

4-5: Analyzing and Interpreting Records and Data

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.5

Job Performance Requirements

Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommend.

Requisite Knowledge

1. Evaluate principles involved in the acquisition, implementation, and retrieval of information and data

Requisite Skills

1. Use evaluative methods
2. Communicate
3. Organize and analyze data

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 3-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 14

4-6: Developing a Model Plan for Continuous Organizational Improvement

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.4.6

Job Performance Requirements

Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.

Requisite Knowledge

1. Interpret policies and procedures
2. Interpret local, state/provincial, and federal regulations
3. Evaluate physical and geographic characteristics and hazards
4. Analyze demographics
5. Evaluate community plans
6. Evaluate staffing requirements
7. Evaluate response time benchmarks
8. Evaluate contractual agreements
9. Evaluate recognized best practice assessment programs

Requisite Skills

1. Research
2. Use evaluative methods
3. Organize and analyze data
4. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 2-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 15

Section 5: Inspection and Investigation

5-1: Evaluating an Inspection Program

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.5.1

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret policies and procedures
2. Interpret codes, standards, and laws
3. Evaluate accepted inspection practices
4. Describe program evaluation methods

Requisite Skills

1. Use evaluative methods
2. Analyze data
3. Communicate

Content Modification

Block	Modification	Justification
RK4	Added "methods".	Added to adjust grammar.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 4-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 16

5-2: Developing a Plan to Resolve an Identified Problem

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.5.2
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret policies and procedures
2. Interpret applicable codes, ordinances, and standards
3. Describe development process for applicable codes, ordinances, and standards
4. Describe various consensus-building techniques

Requisite Skills

1. Use evaluative methods
2. Use consensus-building techniques
3. Communicate orally and in writing
4. Organize plans

Content Modification

Block	Modification	Justification
RK4	Added new knowledge item.	Added as foundational knowledge for the corresponding requisite skill.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3B (2020) <ul style="list-style-type: none">• Topic 4-3	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 17

Section 6: Emergency Service Delivery

6-1: Incident Dynamics

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

Differentiate between incident Types and characteristics, given incident scenarios, so that incident operations and leadership meet incident requirements in accordance with ICS principles.

Requisite Knowledge

1. Define incident Types (1, 2, 3, 4, 5) and complexity
2. Describe incident environment
3. Describe the command gap associated with expanding incidents
4. Describe the “Fog of War” and its impact on incident safety
5. Describe methods to reduce “Fog of War”
6. Understand command challenges
7. Understand the fire service’s cultural relationship to failure

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
CTS	Added a new standard.	This is foundational knowledge that sets the stage for all incident command functions.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 2-3	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 18• JPR 31

6-2: Preparing an Action Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.6.1

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret policies, procedures, and standards, including the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720
2. Evaluate the sources of emergency operations controlling authority, including EMS protocols if applicable
3. Evaluate resources, capabilities, roles, responsibilities, and authority of support agencies

Requisite Skills

1. Use evaluative methods
2. Delegate authority
3. Communicate orally and in writing
4. Organize plans

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 7-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 19• JPR 31

6-3: Developing and Conducting a Post-Incident Analysis

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.6.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe elements of a multiagency post-incident analysis
2. Evaluate emergency management plan
3. Evaluate critical issues
4. Evaluate involved agencies' resources and responsibilities
5. Evaluate procedures relating to dispatch response
6. Evaluate strategy, tactics, and operations
7. Evaluate customer service

Requisite Skills

1. Write reports
2. Communicate orally and writing
3. Evaluate skills

Content Modification

Block	Modification	Justification
RK1	Added "multiagency".	Added for clarity.
RS2	Added "and writing".	Added for consistency with other paragraphs.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 11-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 20• JPR 31

6-4: Developing or Improving a Plan for the Organization

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.6.3

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the needs assessment and planning process

Requisite Skills

1. Conduct a needs assessment
2. Evaluate external resources
3. Develop a plan

Content Modification

Block	Modification	Justification
JPR	Added “or improve”.	It will be rare for a FO3 to work in an agency that doesn’t already have mutual aid agreements. They will need to work with data to improve an existing plan.
RK1	Added “process”.	Added for clarity.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 3-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 21

Section 7: Health and Safety

7-1: Developing a Measurable Accident and Injury Prevention Program

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.7.1

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret policies and procedures
2. Interpret applicable codes, standards, and laws
3. Evaluate accepted safety practices

Requisite Skills

1. Use evaluative methods
2. Analyze data
3. Communicate orally and in writing

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 5-3	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 22

7-2: Evaluating Toxic Exposure Policies and Procedures

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe a Fire Officer 3's responsibility to effect change to protect employee health, wellness, and safety
2. Identify internal and external barriers to managing toxic exposure
3. Identify AHJ toxic exposure policies and procedures
4. Identify applicable federal, state, and local laws and regulations
5. Identify applicable industry standards and best practices
6. Identify changes to laws, regulations, standards and best practices to remain current, effective, and compliant in cancer mitigation
7. Describe how to analyze policies and procedures

Requisite Skills

1. Propose recommendations for improvement
2. Develop measures and mechanisms to monitor compliance

Content Modification

Block	Modification	Justification
CTS	Added new certification training standard.	Comes from OSFM's Behavioral Health and Cancer Awareness 3A course. Added to continue to change organizational culture and improve fire fighter health, wellness, and safety.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 5-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 23

7-3: Evaluating Behavioral Health Policies and Procedures

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the Fire Officer 3's moral, ethical, personal, and legal responsibility to effect change, communicate, and protect member behavioral health
2. Identify cultural, behavioral, traditional barriers to maintaining behavioral wellness
3. Identify applicable federal, state, and local behavioral health laws and regulations
4. Identify applicable industry behavioral health standards, resources, and best practices
5. Identify changes to laws, regulations, standards, and best practices to remain current, effective, and compliant
6. Describe how to analyze policies and procedures
7. Describe resources and methods for overcoming barriers and effecting change

Requisite Skills

1. Identify, propose, and implement strategies to improve effectiveness of and compliance with policies and procedures
2. Develop measures and mechanisms to monitor compliance

Content Modification

Block	Modification	Justification
CTS	Added new certification training standard.	Comes from OSFM's Behavioral Health and Cancer Awareness 3A course. Added to continue to change organizational culture and improve fire fighter health, wellness, and safety.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3A (2020) <ul style="list-style-type: none">• Topic 5-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 24

Section 8: Emergency Management

8-1: Integrating Fire Services Resources in a Community Emergency Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 6.8.1

Job Performance Requirements

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.

Requisite Knowledge

1. Evaluate the role of the fire service
2. Describe the integrated emergency management system
3. Evaluate preparedness and emergency management planning integration
4. Describe how to integrate with emergency operations centers
5. Describe the roles of local, state/provincial, and national emergency management agencies

Requisite Skills

1. Communicate orally and in writing
2. Organize an integrated emergency management plan
3. Demonstrate familiarity with emergency management interagency planning and coordination

Content Modification

Block	Modification	Justification
JPR	Changed "management" to "operations".	This term is more consistent with California state and local language.
RK3	Changed "preparedness-emergency" to "preparedness and emergency". Added "integration".	Changed for clarity.
RS2	Added "an integrated emergency management".	Added to narrow scope.
RS3	Added "demonstrate".	NFPA did not provide a verb.

Fire Officer III

Section 8: Emergency Management

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 3-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 25

Wildland Fire Officer II

Section 9: Definition of Duties

9-1: Definition of Duties for a Wildland Fire Officer II

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.1.1, 7.4.1, 7.5.1

Job Performance Requirements

There is no job performance requirement identified for this training standard.

Requisite Knowledge

1. Identify the prerequisite knowledge required for a Wildland Fire Officer II
 - Authority and responsibility for implementing formal and informal agreements between jurisdictional agencies
 - Incident management system used by the jurisdiction
 - Wildland Fire Officer II's role within the incident management system
2. Identify the mobilization duties of a Wildland Fire Officer II
 - Supervising multiple resources so that they are deployed in accordance with AHJ policies and procedures
3. Identify the suppression duties of a Wildland Fire Officer II
 - Commanding resources in the suppression of a wildland fire that exceeds the qualification level of the Wildland Fire Officer I

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
RK1	Changed "that system" to "the incident management system".	Changed for grammar and clarity.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 1-3	N/A	N/A

Section 10: Mobilization

10-1: Supervising Multiple Resources

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.4.1

Job Performance Requirements

Supervise multiple resources, given an assignment and resources, so that they are mobilized in accordance with AHJ policies and procedures.

Requisite Knowledge

1. **Interpret** agency policies and procedures covering the movement of multiple resources

Requisite Skills

1. Assess the readiness of assigned resources

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 8-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 26• JPR 31

Section 11: Suppression

11-1: Developing an Incident Action Plan

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.5.2

Job Performance Requirements

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.

Requisite Knowledge

1. Evaluate availability and capability of resources
2. Evaluate agency suppression priorities based on personnel safety and values at risk

Requisite Skills

1. Identify values at risk
2. Set objectives
3. Select correct wildland fire suppression strategies and tactics

Content Modification

Block	Modification	Justification
JPR	Replaced “an action plan” with “an incident”.	If the task is to create an incident action plan, an IAP should not be part of the given.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 7-2• Topic 9-1	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 27• JPR 31

11-2: Evaluating Incident Facilities

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.5.3

Job Performance Requirements

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.

Requisite Knowledge

1. Evaluate factors affecting the need for appropriate incident facilities

Requisite Skills

1. Evaluate and establish incident facilities

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 8-4	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 28• JPR 31

11-3: Developing and Maintaining Incident Records

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.5.4

Job Performance Requirements

Develop and maintain incident records, given AHJ policies and procedures and applicable forms, so that required information is documented.

Requisite Knowledge

1. Describe AHJ incident documentation procedures

Requisite Skills

1. Record keeping

Content Modification

Block	Modification	Justification
JPR	Added "Develop and".	The FO3 will develop records (IAP, AAR, etc.) as part of their role, not just maintain existing records from previous incidents.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 11-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 29• JPR 31

11-4: Obtaining Incident Information to Facilitate Transfer of Command

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 7.5.5

Job Performance Requirements

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.

Requisite Knowledge

1. Describe AHJ policies and procedures for transfer in command

Requisite Skills

1. Communicate verbally and in writing
2. Document

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none">• Topic 4-2	N/A	Fire Officer 3 (2020) <ul style="list-style-type: none">• JPR 30• JPR 31

Section 12: Command

12-1: Command an Expanding Incident

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. None*

Requisite Skills

1. Differentiate between incident types and characteristics
2. Delegate decisions and actions
3. Demonstrate incident management technology
4. Transition from initial response to extended/greater alarm command role
5. Obtain incident information from the outgoing Incident Commander
6. Identify key situational awareness factors and how they impact incident decision making
7. Implement the risk management process and complete an Incident Action Plan Safety Analysis (ICS 215A)
8. Use radios to manage an integrated communication network
9. Establish effective command and control communications
10. Create an ICS incident organization that aligns with incident complexity
11. Prepare review, validate, modify, and document an incident action plan for an incident requiring multiple agency operations
12. Determine initial resources needs and complete an Operation Planning Worksheet (ICS 215G) for the next operational period

13. Deploy and manage multiple resources
14. Provide logistical incident support for current and subsequent operational periods
15. Evaluate the need for, and location of, incident facilities
16. Develop, validate, modify, and document an incident action plan for each operational period
17. Continue, transfer, or terminate command
18. Develop and conduct a post-incident analysis
19. Develop and maintain incident records
20. Communicate verbally and in writing
21. Document

Content Modification

Block	Modification	Justification
CTS	Added new certification training standard.	The new standard incorporates skills needed to command an incident that are not specifically stated in the NFPA standard.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 3C (2020) <ul style="list-style-type: none"> • Topic 2-2 • Topic 2-3 • Topic 4-1 • Topic 4-2 • Topic 5-1 • Topic 5-2 • Topic 6-1 • Topic 6-2 • Topic 7-1 • Topic 7-2 • Topics 8-1 • Topic 8-2 • Topic 8-3 • Topics 8-4 • Topics 9-1 • Topic 10-1 • Topic 11-1 • Topic 11-2 • Topic 12-1 	Fire Officer 3C (2020) <ul style="list-style-type: none"> • Activity 12-1 	Fire Officer 3 (2020) <ul style="list-style-type: none"> • JPR 31

*All Requisite Knowledge for this JPR is taught in other JPRs. This is a skill-based JPR.