

Fire Officer 4

(NFPA 1021: Fire Officer IV)

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 4 Certification Training Standards Guide (2020) which is based on:

- NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)

Published: November 2024

Published by: State Fire Training, PO Box 944246, Sacramento, CA 94244-2460

Cover photo courtesy of Bruce Brown.

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 4 Certification Task Book upon enrollment in their first Fire Officer 4 course.

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief¹ 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.

¹ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

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's² 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.

² If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

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 chief³ 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 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.

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.)

³ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

Initiation

The fire chief⁴ shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify that the candidate has met all Initiation Requirements prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the Fire Chief Approval verification statement with a handwritten (not stamped) signature.
4. 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.

⁴ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

- 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 3 certification
- OSFM Chief Fire Officer certification
- OSFM Chief Officer certification
- Appointment to the rank of Division Chief, Assistant Chief, Deputy Chief, or Fire Chief

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

The candidate has completed the following course(s).

- I-400: Advanced Incident Command System for Command and General Staff-Complex Incidents (SFT or FEMA)

Include documentation to verify education requirements unless verification is already documented in your SFT User Portal.

Fire Chief Approval

Candidate's Fire Chief⁵ (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: _____

⁵ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

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

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Organization: _____
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Name: _____
Job Title: _____
Organization: _____
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 shaded in gray.

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 chief⁶ initiates the task book.

Fire Officer IV

Human Resource Management

1. Appraise the agency's human resource demographics, given appropriate community demographic data, so that the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.
(NFPA 1021: 7.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Initiate or further develop a program, given current employee/management relations, so that a positive and participative employee/management program exists.
(NFPA 1021: 7.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Evaluate the organization's education and in-service training program, given a summary of the job requirements for all positions within the agency, so that all employees can achieve and maintain required proficiencies. (NFPA 1021: 7.2.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

⁶ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.

4. Appraise the **employee** assistance program, given data, so that the program, when used, produces stated program outcomes. (NFPA 1021: 7.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results, and modify as necessary. (NFPA 1021: 7.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

6. Attend, participate in, and assume a leadership role in community functions, given community needs, so that the image of the organization is enhanced. (NFPA 1021: 7.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

7. Develop and administer a media relations program, given AHJ policies and procedures, so that the dissemination of information is accurate and accessible. (NFPA 1021: 7.3.2) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

Administration

8. Develop a comprehensive long-range plan, given community requirements, current **agency** status, and resources, so that the **current and** projected needs of the community are met. (NFPA 1021: 7.4.1) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

9. Evaluate and forecast training requirements, facilities, and buildings' needs, given data that reflects community needs and resources, so that **agency** training goals are met. (NFPA 1021: 7.4.2) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

10. 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. (NFPA 1021: 7.4.3) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

11. 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 agency. (NFPA 1021: 7.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

12. Develop a succession plan, given agency resources, policies, and procedures, so that the future needs of the agency are met. (NFPA 1021: 7.4.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

13. Further develop a comprehensive disaster plan that integrates other agencies' resources, given risk, vulnerable, and capability data, so that the organization can mitigate the impact to the community. (NFPA 1021: 7.6.1) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

14. Further develop a comprehensive plan, given data (including agency and community data), so that the agency operates at a hostile event, integrates with other agencies' actions, and provides for the safety and protection of members . (NFPA 1021: 7.6.2) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

15. Maintain, develop, and provide leadership for a risk management program, given data, so that injuries and property damage incidents are reduced. (NFPA 1021: 7.7.1) (CTS 6-1)

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 4A: Human Resource Management (2020) **or** ECFO 4A: Human Resource Management for the Executive Chief Fire Officer (2014) **and** ECFO 4E: Health and Safety for the Executive Chief Fire Officer (2014)
- Fire Officer 4B: Community Leadership and Strategic Planning (2020) **or** ECFO 4B: Community and Government Relations for the Executive Chief Fire Officer (2014) **and** ECFO 4C: Administration for the Executive Chief Fire Officer (2014)
- Fire Officer 4C: Emergency Services Management **or** ECFO 4D: Emergency Services Delivery for the Executive Chief Fire Officer
- Fire Service Labor/Management Relations (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 one year full-time paid experience working at the Fire Officer 3 level in a recognized California fire agency.*
- A minimum of two years' volunteer or part-time paid experience working at the Fire Officer 3 level in a recognized California fire agency.*
- A combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience working at the Fire Officer 3 level in a recognized California fire agency in California*
- 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 chief⁷.

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**): _____

⁷ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, board chair, etc.

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 Chief⁸ (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: _____

⁸ If the candidate is already the fire chief, any task book role or responsibility assigned to a fire chief should be fulfilled by a higher authority – i.e., city manager, county administrative officer, board chair, etc.