



Fire Officer 3 (2020) Interim Procedures

Issued: April 2024

Procedure Changes

Edition: May 2020 edition of the State Fire Training Procedures Manual

Effective Date: July 1, 2025 (anticipated)

Section Changes: Modify and update the following sections:

- 6.7.1: COMMAND INSTRUCTOR
- 6.7.14: MANAGEMENT INSTRUCTOR
- 7.10.2: CHIEF FIRE OFFICER
- 9.1.2: APPROVED COURSES

Justification: Following approval by the State Board of Fire Services (SBFS), the new Fire Officer 3 (2020) curriculum will go into effect on July 1, 2025. The new curriculum provides directive for instructor qualifications, OSFM certification, and course equivalency.

SFT Contact: SFT Staff assigned to instructor registration, certification, and course equivalency.

Note: All new text appears in underline. All deleted text appears in ~~strikeout~~.

6.7.1: COMMAND INSTRUCTOR

6.7.1.1: Eligible Courses

Table 6.7.1.1: Command Instructor Eligible Course

CFSTES Courses	FSTEP Courses
- Company Officer 2D: All-Risk Command Operations - Company Officer 2E: Wildland Incident Operations - Chief Fire Officer 3CD: Command of Expanding Incidents Emergency Services Delivery Responsibilities - Executive Chief Fire Officer 4D: Emergency Services Delivery	None

6.7.1.2: General Qualifications

A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Command course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.

1. See **6.2.1: Qualifications**.

B. A Registered Primary Instructor authorized to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.7.1.2: Command Instructor Legacy Matrix

Retired Courses	Corresponding Courses
Command 1A: Structure Fire Command Operations for the Company Officer	Company Officer 2D: All Risk Command Operations
Command 1C: WUI Command Operations for the Company Officer	Company Officer 2E: Wildland Incident Operations
Fire Command 2A: Command Tactics at Major Fires	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2B: Management of Major Hazmat Incidents	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2C: High-Rise Fire Fighting Tactics	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2D: Planning for Large Scale Disasters	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
Fire Command 2E: Wildland Fire Fighting Tactics	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities

6.7.1.3: Professional Experience

A. A Registered **Primary** Instructor for a CFSTES Command course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.1.3: Command Instructor Professional Experience

CFSTES Course	Experience
Company Officer 2D	Held the rank of Company Officer or higher within a recognized fire agency in California for a minimum of three years
Company Officer 2E	Performed in the Incident Command System (ICS) position of Division/Group Supervisor on a minimum of two incidents that extended 24 hours beyond the initial burning phase (24 hours)
Chief Fire Officer 3CD	Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities A minimum of three years’ full-time paid or six years’ volunteer or part-time paid experience working as a Fire Officer 3 in a recognized California fire agency Specific expertise in: ○ Emergency services delivery and management (FO3C) ○ Wildland mobilization and suppression (FO3C)
Executive Chief Fire Officer 4D	Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities

* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief, assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

6.7.14: MANAGEMENT INSTRUCTOR

6.7.14.1: Eligible Courses

Table 6.7.14.1(A): Management Instructor Eligible CFSTES Courses

CFSTES Courses
• Company Officer 2A: Human Resource Management • Company Officer 2B: General Administrative Functions • Chief Fire Officer 3A: Human Resource Management • Chief Fire Officer 3B: Finance and Administration Budget & Fiscal Responsibilities • Chief Fire Officer 3C: General Administrative Functions • Executive Chief Fire Officer 4A: Human Resource Management • Executive Chief Fire Officer 4B: Community and Government Relations • Executive Chief Fire Officer 4C: Administration • Executive Chief Fire Officer 4E: Health and Safety

Table 6.7.14.1(B): Management Instructor Eligible FSTEP Courses

FSTEP Courses
• Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management

6.7.14.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Management course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See 6.2.1: Qualifications.

B. An Instructor registered to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.7.14.2: Management Instructor Legacy Matrix

Retired Courses	Corresponding Courses
• Fire Management 1	• Company Officer 2A • Company Officer 2B
• Fire Management 2A or 2C	• Chief Fire Officer 3A
• Fire Management 2B	• Chief Fire Officer 3B
• Fire Management 2A or 2D	• Chief Fire Officer 3C

6.7.14.3: Professional Experience

A. A Registered **Primary** Instructor for a CFSTES or FSTEP Management course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.14.3(A): Management Instructor Professional Experience CFSTES Courses

CFSTES Courses	Experience
- Company Officer 2A - Company Officer 2B	Held the rank of Company Officer within a recognized fire agency in California for a minimum of three years
Company Officer 3A	Both required: - Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years - Specific expertise in human resource management
Company Officer 3B	Both required: - Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years - Specific expertise in budgets and fiscal responsibilities
Fire Officer 3A	<u>Both required:</u> <u>A minimum of three years’ full-time paid or six years’ volunteer or part-time paid experience working as a Fire Officer 3 in a recognized California fire agency (all courses)</u> <u>Specific expertise in human resource management and health and safety</u>
Fire Officer 3B	<u>Both required:</u> <u>A minimum of three years’ full-time paid or six years’ volunteer or part-time paid experience working as a Fire Officer 3 in a recognized California fire agency (all courses)</u> <u>Specific expertise in community and government relations, administration, and inspection and investigation</u>
Chief Fire Officer 3D	<u>Both required:</u> Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years Specific expertise in general administrative functions
Executive Chief Fire Officer 4A	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years - Specific expertise in human resource management
Executive Chief Fire Officer 4B	Both required: Held the rank of Executive Chief Fire Officer* or higher within a

CFSTES Courses	Experience
	recognized fire agency in California for a minimum of three years • Specific expertise in community and government relations
• Executive Chief Fire Officer 4C	Both required: • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in administration
• Executive Chief Fire Officer 4E	Both required: • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in health and safety

* An Executive Chief Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization or any Chief Officer with staff position responsibilities.

Table 6.7.14.3(B): Management Instructor Professional Experience ~~CFSTES~~ FSTEP Courses

FSTEP Courses	Experience
• Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management	• Held the rank of Company Officer within a recognized fire agency in California for a minimum of two years

7.10.2: CHIEF FIRE OFFICER 3

7.10.2.1: Overview

- A. The Chief Fire Officer 3 certification provides the knowledge and skills needed to organize and direct a fire agency including human resource management, budgeting and finance management, general administrative functions, emergency services delivery, and incident command for expanding incidents.
- B. Chief Fire Officer 3 certification replaced Chief Fire Officer certification, which retired on December 31, 2016 June 30, 2026.
- C. As of July 1, 201526, candidates pursuing Chief Fire Officer 3 certification should utilize the Chief Fire Officer curriculum requirements listed below.
- D. Candidates pursuing Chief Fire Officer certification under that certification's requirements must complete all requirements and submit all application materials and fees by December 31, 2018 June 30, 2026.

7.10.2.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable
 - July 1, 2025
 - Updated to align with NFPA 1021 (2020)
 - Restructured application activities to align with task book job performance requirements enabling participants to begin working on task book assignments during their education (rather than after)

7.10.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Officer or OSFM certified Company Officer
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 waives this prerequisite.
 - i. Performing in an "acting" capacity does not qualify for this waiver fulfill this requirement.

- B. Possess, at a minimum, an associate's degree (any major) or higher from a post-secondary institution ~~an~~ accredited by an organization recognized by the US Department of Education ~~postsecondary institution~~

7.10.2.4: Education

- A. ~~Fire Officer 3A: Human Resource Management (2020) or~~ Chief Fire Officer 3A: Human Resource Management ~~for Chief Fire Officers (2014)~~
- B. ~~Fire Officer 3B: Finance and Administration (2020) or~~ Chief Fire Officer 3B: Budget and Fiscal Responsibilities ~~for Chief Fire Officers (2014) and~~ Chief Fire Officer 3C: General Administration Functions ~~for Chief Fire Officers (2014)~~
- C. ~~Fire Officer 3C: Command of Expanding Incidents (2020) or~~ Chief Fire Officer 3D: ~~Emergency Services Delivery Responsibilities~~ ~~Command of Expanding All-Hazard Incidents (2014)~~
- D. ICS-300: Intermediate ICS for Expanding Incidents ~~(CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, or SFT)~~
1. ~~SFT shall accept Incident Command System (ICS) certificates from:~~
- ~~i. Governor's Office of Emergency Services (CalEMA/CalOES)~~
 - ~~ii. California Department of Forestry and Fire Protection (CDF/CAL FIRE)~~
 - ~~iii. Federal Emergency Management Agency (FEMA)~~
 - ~~iv. Firefighting Resources of California Organization for Potential Emergencies (FIREScope)~~
 - ~~v. National Fire Academy (NFA)~~
 - ~~vi. National Wildfire Coordinating Group (NWCG)~~
 - ~~vii. State Fire Training (SFT)~~

7.10.2.5: Certification Exam

- A. Not applicable

7.10.2.6: Certification Task Book

- A. ~~Chief~~ Fire Officer ~~3~~ Certification Task Book ~~(2020)~~

7.10.2.7: Experience

- A. Fire Service ~~(one of the following)~~
1. Have a minimum of ~~five~~ ~~two~~ years' full-time paid experience* ~~working at the Fire Officer 2 level~~ in a recognized fire agency in California ~~as a Fire Fighter performing suppression duties~~
 - ~~i. At least two years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.~~
 - ~~a. Performing in an "acting" capacity does not fulfill this requirement.~~

2. Have a minimum of ~~10~~ **four** years' part-time paid or volunteer experience* **working at the Fire Officer 2 level** in a recognized fire agency in California **as a Fire Fighter performing suppression duties**
 - ~~i. At least four years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to officer level.~~
 - ~~a. Performing in an "acting" capacity does not fulfill this requirement.~~
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to ~~five~~ **two** year's full-time paid experience* **working at the Fire Officer 2 level** in a recognized fire agency in California **in fire and life safety education**
 - i. 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)
 - ~~ii. At least two years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.~~
 - ~~a. Performing in an "acting" capacity does not fulfill this requirement.~~

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

7.10.2.8: Position

- A. ~~Appointed to the rank of Chief Fire Officer or Chief Officer~~
The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

7.10.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

B. ~~Supporting Documentation~~

- ~~1. A copy of OSFM Fire Officer or Company Officer certificate~~
 - ~~i. If waiving this requirement, submit a verification letter signed by the Fire Chief, or his or her authorized designee, verifying the candidate's Chief Officer rank. (See 4.1.1: Letters of Verification.)~~
- ~~2. Copies of course completion certificates from SFT for each educational requirement~~
- ~~3. A copy of ICS-300: Intermediate ICS for Expanding Incidents course completion certificate from one of the following organizations: CalEMA, CalOES, CDF/CAL FIRE, FEMA, FIRESCOPE, NFA, NWCG, and SFT~~

C. ~~Diploma~~

- ~~1. Candidates shall submit a copy of their diploma when submitting their completed task book. A diploma copy is not required in order to submit a task book application.~~

7.10.2.10: Maintenance

A. Not applicable

9.1.2: APPROVED COURSES

- A. In Table 9.1.2: SFT Approved Courses (following), SFT has identified the following SFT courses as either equivalent (E) or reciprocal (R).
- B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 9.1.2: SFT Approved Courses

SFT Course	E/R	Approved Equivalent	Provider	Effective Dates
Chief Fire Officer 3A	E	Executive Development (R123); or Interpersonal Dynamics in Fire Service Organizations (R332)	NFA (10-day course)	
Chief Fire Officer 3B	E	Executive Leadership (R125)	NFA (10-day course)	
Chief Fire Officer 3C	E	Fire Services Financial Management (R333)	NFA (10-day course)	
Chief Fire Officer 3D	E	Command and Control of Fire Department Operations at MultiAlarm Incidents (R297)	NFA (6-day course)	