

# **Fire Officer IV Portfolio Requirement Form**

The skill level for Fire Officer IV, as determined by the Utah Fire Service Certification Council, is focused on the fire service person who is in a Company Officer position or who is striving to be eligible for promotion. The intent of this portfolio is to demonstrate the experience gained by on-the-job experience.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department and/or Agency: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

## Pre-requisite Requirements

Certified at Fire Officer III. Issue Date: \_\_\_\_\_

Seven (7) years of experience at an emergency response agency. Hire Date: \_\_\_\_\_

**I acknowledge that the above information is correct and accurate. I have completed all of the certification requirements and have met the prerequisite requirements as outlined.**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As Chief/Training Officer I acknowledge that the above information is correct and accurate. The candidate has completed all of the certification requirements and has met the prerequisite requirements as outlined.**

Chief/Training Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Certification Office Use Only:

Approved by Certification Council: Yes  No

Evaluated by:

Date approved:

## **Instructions to Candidate:**

1. To obtain certification as a Fire Officer IV within the Utah Fire Service Certification System, complete the following form and provide documentation as required within the portfolio.
  - a. Address each requirement in the standard and document how you meet the criteria.
  - b. All work must be your own work. (See Policy 12.33.1)
  - c. Each requirement must be completed from a separate incident or scenario. You may not use one incident, or performed action, for every criterion.
  - d. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
  - e. Each requirement should list the corresponding NFPA reference on the submitted documentation.
  - f. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1021 is updated every 5 years.
2. Documents should be submitted in a binder and in orderly fashion. Items should be tabbed and well documented.
3. Pre-requisites for Fire Officer IV certification are Fire Officer III and seven (7) years of experience at an emergency response agency. Candidates must meet these requirement before certification will be processed.
4. These requirements for Fire Officer IV certification are based on NFPA 1021, Chapter 7, 2020 Edition.
5. Submit completed portfolio to the Certification Office at UFRA.

Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
Attn: Certification Program Manager  
3131 Mike Jense Parkway  
Provo, UT 84601

## **Appeals Process:**

Examinations/Portfolio's may be appealed. If a candidate has an appeal, they should contact the Certification Office in writing within 30 days of taking the exam, listing the reason for the appeal. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council, if that council turns down the appeal, the candidate can appeal to the Fire Prevention Board; if that Board turns down the appeal the candidate can request a judicial review. Judicial review of all final Board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

## Fire Officer IV Product Documentation Form

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
<b>PR #1</b> 7.2.1	<p><b>Description of skill and/or knowledge</b></p> <p>Appraise the department'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.</p> <p><b>Criteria to meet standard</b></p> <p>Provide demographics of the community(ies) your agency protects, and provide a written narrative of strengths, weaknesses, and gaps on how your agency currently meets recruitment, selection and placement of personnel. Provide any recommendations for modification to meet law(s) and current best practices. So that recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.</p> <p><b>Evaluator:</b></p> <p>Applicable laws and standards are identified and provided. Identifies and explains methods for evaluating demographics and practices. Identifies and provides community demographics. Completes evaluation of demographics and practices. Identifies SWOT (strengths, weaknesses, opportunities, and threats). Identifies any need for corrective action and time frame for action. Identifies time frame for reevaluation. Delegates authority as needed for resolution and completes executive summary. Writing is clear, organized and grammatically correct.</p>		
<b>PR #2</b> 7.2.2	<p><b>Description of skill and/or knowledge</b></p> <p>Initiate the development of a program, given current member/management relations, so that a positive and participative member/management program exists.</p> <p><b>Criteria to meet standard</b></p> <p>Evaluate the current state of member/management relations. Provide a written narrative of a program or plan that should continue or should be established to create a positive and participative member/management program. The narrative should include negotiating and conducting program implementation so that a positive and participative member/ management program exists.</p> <p><b>Evaluator:</b></p> <p>Methods for evaluating employee/management relations are identified. Data sources for evaluation are identified and provided. Assesses data and facts. Corrective action and processes are identified. Timeframe for corrective action and follow-up are articulated. Provide a written copy of current member management program. Writing is clear, organized, and grammatically correct.</p>		

<b>PR #3</b> 7.2.3	<p><b><u>Description of skill and/or knowledge</u></b></p> <p>Evaluate the organization's education and in-service training program, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.</p> <p><b><u>Criteria to meet standard</u></b></p> <p>Provide a written narrative of an education and training program that will train members to a baseline minimum for required proficiencies for all positions within an organization. Conduct a training needs assessment and your plan to address identified needs (if any).</p> <p><b><u>Evaluator:</u></b></p> <p>Summary of an education and training program are articulated. Identifies department training and education needs by type. Identifies timeline for required training. Evaluates existing training resources and options. Identifies cost associated with training program. Selects and justifies training program goals and objectives. Evaluates and describes steps to implement training program. Identifies plan for evaluating training program. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #4</b> 7.2.4	<p><b><u>Description of skill and/or knowledge</u></b></p> <p>Appraise the member-assistance program, given data, so that the program, when used, produces stated program outcomes.</p> <p><b><u>Criteria to meet standard</u></b></p> <p>Provide a written narrative of a program utilized for member-assistance within the AHJ using data and how the program will meet stated outcomes.</p> <p><b><u>Evaluator:</u></b></p> <p>Data used is provided for evaluator to reference. Identifies evaluation method used for appraisal. Identifies Employee Assistance Program (EAP) utilization. Provides description of the EAP. Provides a summary of the EAP, including data, findings, conclusion, and recommendation. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #5</b> 7.2.5	<p><b><u>Description of skill and/or knowledge</u></b></p> <p>Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results, and modify as necessary.</p> <p><b><u>Criteria to meet standard</u></b></p> <p>Evaluate and provide a written narrative of an incentive program (i.e. direct monetary, indirect monetary, non-monetary compensation) that, given the identified desired outcomes, shows projected achievement, or the need to modify the identified program.</p> <p><b><u>Evaluator:</u></b></p> <p>Identifies an evaluation method used for evaluating an incentive program and provides the data documentation used for the evaluation method. Identifies incentive program utilization. Provides a description of the incentive program. Identifies goals</p>		

	<p>of the incentive program. Provides a summary of the incentive program, including data, findings, conclusion, and recommendations. Identifies a timeline to implement the incentive program and presents findings. Writing is clear, organized and grammatically correct.</p>		
<b>PR #6</b> 7.3.1	<p><b>Description of skill and/or knowledge</b> Attend, participate in, and assume a leadership role in community functions, given community needs, so that the image of the organization is enhanced.</p> <p><b>Criteria to meet standard</b> Provide a written narrative of participation and taking a leadership role in a community function based on the needs of the community within your AHJ. Identify how the image and perception of your organization was enhanced.</p> <p><b>Evaluator:</b> Role in community leadership program is identified. Assesses current role and determines necessary changes. Identifies appropriate data sources and provides data. Identifies departmental activities for participation in leadership role. Demonstrates familiarity with the public relation needs of the community. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #7</b> 7.3.2	<p><b>Description of skill and/or knowledge</b> Develop and administer a media relations program, given AHJ policies and procedures, so that the dissemination of information is accurate and accessible.</p> <p><b>Criteria to meet standard</b> Provide a written narrative of a media relations program (i.e. print, radio, television, and/or social media) identifying how the dissemination of information is accurate and accessible. If providing a current policy/procedure, identify issues or gaps that need to be addressed.</p> <p><b>Evaluator:</b> Media relations program is developed and identified using AHJ policies and procedures. Dissemination of information is accessible and accurate. Issues or gaps in the current policy and procedure are identified and solutions given to fix issues or gaps. Policies and Procedures that are referenced in the narrative are supplied for evaluator to reference. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #8</b> 7.4.1	<p><b>Description of skill and/or knowledge</b> Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.</p> <p><b>Criteria to meet standard</b> Provide your AHJ's current strategic plan. Provide a written narrative of the process that included the community requirements, the department status, and resources and identify how the projected needs of the community are met. If your AHJ doesn't have a current strategic plan, identify and explain the steps you will take to create one. Identify any gaps or shortfalls</p>		

	<p>identified during the completed or identified strategic planning process.</p> <p><b>Evaluator:</b> Executive summary/ statement is developed. Reviews and analyzes the data. Department needs are identified. Goals and objectives are selected and defined. Alternatives are summarized. Plan with timeframe is implemented. Budget requirements are identified. Evaluation is conducted periodically. Findings are presented while adhering to the agency policy. Policy is provided for evaluator to reference. Writing is clear, organized and grammatically correct.</p>		
<b>PR #9</b> 7.4.2	<p><b>Description of skill and/or knowledge</b> Evaluate and forecast training requirements, facilities, and buildings' needs, given data that reflect community needs and resources, so that departmental training goals are met.</p> <p><b>Criteria to meet standard</b> Provide a narrative of your AHJ's current training plan and organizational goals. Identify if goals are being met through an analysis of the needs of the organization, the community, and determine with budget, personnel, facility/ies, and additional training programs that may be required to meet the organizational training goals. If your AHJ doesn't currently have a training plan, identify the process you would go through in addition to the required analyses.</p> <p><b>Evaluator:</b> Identifies the method for evaluating training and facility needs. Reviews and identifies data to identify department needs. Selects and identifies goals and objectives. Develops requirements for meeting goals and objectives for the department. Summarizes alternatives. Implement plan with a timeframe. Identifies budget requirements and conducts periodic evaluation. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #10</b> 7.4.3	<p><b>Description of skill and/or knowledge</b> 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 deliver decision making.</p> <p><b>Criteria to meet standard</b> Provide a list of the target hazards within your AHJ, including a) behavioral, b) intentional, c) natural, d) occupancy related, e) high-value/high-priority exposures. Provide your ranking in order of severity and frequency of responses; current resources allocated to the target hazards, and gaps in resources. Provide potential solutions and/or alternatives to address the differences between current and required resources.</p> <p><b>Evaluator:</b> Identifies department mission and operational direction. Identifies data sources to determine comprehensive risks, trends, and issues for analysis. Identifies potential target hazards</p>		

	<p>including behavioral, intentional, natural, occupancy related, high-value/high-priority exposures and consequences resulting from inadequate attention. Order of severity is ranked, and frequency of responses is documented along with supporting data documentation. Resources allocated to target hazards are identified and any gaps are discussed. At least three solutions and/or alternatives are provided to address the deficiencies in the current resources and what is required. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #11</b> 7.4.4	<p><b>Description of skill and/or knowledge</b> 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 department.</p> <p><b>Criteria to meet standard</b> Provide a written narrative of a current or projected capital improvement project or program. Identify any unmet needs within the capital improvement plan, provide a budget for the required shortfalls and identify how you will educate citizens on overcoming the unmet needs or identified gaps within the capital plan.</p> <p><b>Evaluator:</b> Demographics of the community, its population, and its potential hazards are identified and provided. Identifies any customer and/or community special needs and any unmet needs. Defines the specific capital improvement project or program and assigns objectives and budget proposal(s). Designs an assessment tool and analysis for the present program or project. Defines how the jurisdiction will fund the capital project/ program. Writing is clear, organized, and grammatically correct.</p>		
<b>PR #12</b> 7.4.5	<p><b>Description of skill and/or knowledge</b> Develop a succession plan, given department resources, policies, and procedures, so that the future needs of the department are met.</p> <p><b>Criteria to meet standard</b> Provide a written narrative of your AHJ's succession plan or create a succession plan. Identify how this succession plan is based on the AHJ's current vision and long-term goals, identify who is (or was) part of the planning process, identify any future needs that either need to be or were addressed. Identify how individuals are selected for succession planning and any gaps or areas of concern regarding the future needs of the AHJ.</p> <p><b>Evaluator:</b> Succession plan is provided along with a written narrative of the succession plan or how it was created if the candidate had to create one. Succession plan is based on the AHJ's current vision and long-term goals are described. AHJ's vision and long-term goals are provided. Policies and procedures are referenced, and any referenced policy and procedure is provided for evaluator. Any gaps or areas of concern are addressed with regard to future needs. Writing is clear, organized, and grammatically correct.</p>		

<b>PR #13</b> 7.6.1	<p><b>Description of skill and/or knowledge</b></p> <p>Develop a comprehensive disaster plan that integrates other agencies' resources, given risk, vulnerability, and capability date, so that the organization can mitigate the impact to the community.</p> <p><b>Criteria to meet standard</b></p> <p>Provide a written narrative with a disaster plan for mitigating a potential disaster for your jurisdiction. Describe available resources and potential vulnerabilities to the community.</p> <p>Evaluate existing policies and mutual aid agreements and make recommendations for changes if required.</p> <p><b>Evaluator:</b></p> <p>Disaster plan is articulated in writing along with available resources. Proposed action plan for comprehensive disaster response is articulated in writing and existing policies and mutual aid agreements are provided. Shortcomings in existing plan are identified and addressed. Writing is clear, organized, and grammatically correct.</p>	
<b>PR #14</b> 7.6.2	<p><b>Description of skill and/or knowledge</b></p> <p>Develop a comprehensive plan, given data (including agency data), so that the agency operates at a hostile event, integrates with other agencies' actions, and provides for the safety and protection of members.</p> <p><b>Criteria to meet standard</b></p> <p>Provide a written narrative with a plan on how to operate at a hostile event that integrates with other agencies also describe how to provide for the safety of the responders</p> <p>List the policies you currently have in place and list policy and procedures you would recommend if any for your AHJ to respond to a hostile event.</p> <p><b>Evaluator:</b></p> <p>Identifies method of hostile event assessment and fire department operation plan, including how to keep the responders safe. Identifies interagency cooperation and lists specific agencies for response to AHJ in a hostile event. Describes proposed action plan for comprehensive hostile event response. Describes special considerations for hostile event response. AHJ policies are provided. Writing is clear, organized, and grammatically correct.</p>	
<b>PR #15</b> 7.7.1	<p><b>Description of skill and/or knowledge</b></p> <p>Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage incidents are reduced.</p> <p><b>Criteria to meet standard</b></p> <p>Provide a written narrative of a risk management plan, i.e. safety training plan, according to the standards, SOP's, and/or policies of the AHJ that includes at least one of the following; preventable vehicle accidents, training evolutions, medical emergencies, fireground operations, and/or aerial and pumping operations.</p> <p><b>Evaluator:</b></p>	

<p>Risk management goals are selected and defined and any identified concerns are addressed. Risk management plan addresses preventable vehicle accidents, training evolutions, medical emergencies, fireground operations, or aerial and pumping operations. Risk management plan, SOP's, and policies are provided. Requirements for meeting goals and objectives are identified. Implementation process and timeframe are described. Schedule for periodic evaluation of process is identified. Writing is clear, organized, and grammatically correct.</p>	
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By signing below, I acknowledge that documents contained in this portfolio are true and accurate documents completed by actual on the job experience.

Date of Submission: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Chief/Training Officer Signature: \_\_\_\_\_

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#### **Evaluator Instructions**

1. Verify each document (letter, report, narrative, etc.) and that it appears the applicant provided sufficient detail, information and has the applicants name as the creator of the document.
2. Documents may not be used to meet the requirements of more than one skill.
3. Each document should be reviewed to make sure it meets the requirements of the NFPA Skill or knowledge, based off of NFPA 1021, Chapter 7, 2020 Edition.
4. Photo copies or reprints can be used in lieu of original.

#### **Evaluator Qualifications:**

1. Evaluators of the Fire Officer IV portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the Fire Officer IV level.
3. Should a qualified member of the Certification Council not be available, the Certification Program Manager shall assign the portfolio review to a qualified Fire Officer IVS within the state.
4. Evaluators shall be fair and impartial.
5. Should the evaluator have any conflict of interest, the evaluator will abstain from reviewing the portfolio and it will be assigned to another qualified evaluator.