

NFPA 1021: 2020 Edition, Chapter 7 Fire Officer IV

Below please find what has been previously approved by the Committee on Accreditation (COA) for this level of certification. This example does not take into consideration “Document Review”, “Portfolio”, or “Other testing methods.”

If your agency selects completing their online Assessment Methodology Matrix (AMM) utilizing these test methods, our Technical Analysts may place your application under a COA meeting consent agenda bypassing the usual COA review.

The spaces identified below with an “X” must be replaced with the appropriate cognitive test item numbers (e.g. Questions 1,4,6,7,9, etc.) or the score sheet numbers under Product, Psychomotor/Process methods as score sheet numbers (e.g.- SS 101, 202, and 304, etc.).

	Knowledge-Based Assessments (graded after submission)		Performance-Based Assessments (graded in real-time as they are performed)	
Section	Cognitive (e.g. Multiple Choice, Short Answer, Discretionary Time with Resources)	Product (e.g., document or develop a budget, proposal, lesson plan)	Psychomotor (Primarily an observable physical task. e.g., don, doff)	Process (Primarily a mental or verbalized task. e.g., inspect)
7.2.1 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.				
7.2.1				X
7.2.1(A) Requisite Knowledge.Policies and procedures; local, state/provincial, and federal regulations; community demographics; community issues; and formal and informal community leaders.				
7.2.1 (A)	X			
7.2.1(B) Requisite Skills.The ability to communicate, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.				

7.2.1 (B)		X	X
7.2.2 Initiate the development of a program, given current member/management relations, so that a positive and participative member/management program exists.			
7.2.2			X
7.2.2(A) Requisite Knowledge.Policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.			
7.2.2 (A)	X		
7.2.2(B) Requisite Skills.The ability to communicate, to negotiate, to analyze current status of member relations, to relate interpersonally, to analyze the current member/management relations, and to conduct program implementation.			
7.2.2 (B)		X	X
7.2.3 Evaluate the organization's education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.			
7.2.3			X
7.2.3(A) Requisite Knowledge.Training resources, community needs, internal and external customers, policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.			
7.2.3 (A)	X		
7.2.3(B) Requisite Skills.The ability to communicate and to analyze and organize data and resources.			
7.2.3 (B)		X	X
7.2.4 Appraise the member-assistance program, given data, so that the program, when used, produces stated program outcomes.			
7.2.4			X
7.2.4(A) Requisite Knowledge.Policies and procedures, available assistance programs, contractual agreements, and local, state/provincial, and federal regulations.			

7.2.4 (A)	X		
7.2.4(B) Requisite Skills.The ability to communicate, to relate interpersonally to members, and to analyze needs and results.			
7.2.4 (B)		X	X
7.2.5 Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results, and modify as necessary.			
7.2.5			X
7.2.5(A) Requisite Knowledge.Policies and procedures, available incentive programs, contractual agreements, and local, state/provincial, and federal regulations.			
7.2.5 (A)	X		
7.2.5(B) Requisite Skills.The ability to communicate, to relate interpersonally, and to analyze programs.			
7.2.5 (B)		X	X
7.3.1 Attend, participate in, and assume a leadership role in community functions, given community needs, so that the image of the organization is enhanced.			
7.3.1			X
7.3.1(A) Requisite Knowledge.Community demographics and socioeconomics, community and civic issues, effective customer service methods, and formal and informal community leaders.			
7.3.1 (A)	X		
7.3.1(B) Requisite Skills.Familiarity with public relations and the ability to communicate.			
7.3.1 (B)			X
7.3.2 Develop and administer a media relations program. given AHJ polices and procedures, so that the dissemination of information is accurate and accessible.			
7.3.2		X	X

7.3.2(A) Requisite Knowledge. AHJ polices and procedures for information dissemination; applicable laws, rules, and regulations governing information release; fundamentals of media relations; and social media platforms.

[7.3.2\(A\)](#)

X

7.3.2(B) Requisite Skills The techniques of public relations and the ability to communicate, and crisis management.

[7.3.2\(B\)](#)

X

X

7.4.1 Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

[7.4.1](#)

X

7.4.1(A) Requisite Knowledge.Policies and procedures, physical and geographic characteristics, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, and local, state/provincial, and federal regulations.

[7.4.1 \(A\)](#)

X

7.4.1(B) Requisite Skills.The ability to communicate orally and in writing, make pubic presentations, interpret fiscal analysis, comply with public policy processes, forecast resources, and analyze current department status requirements.

[7.4.1 \(B\)](#)

X

X

7.4.2 Evaluate and forecast training requirements, facilities, and buildings needs, given data that reflect community needs and resources, so that departmental training goals are met.

[7.4.2](#)

X

7.4.2(A) Requisite Knowledge.Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plan, staffing requirements, training standards, needs assessment, contractual agreements, and local, state/provincial, and federal regulations.

[7.4.2 \(A\)](#)

X

7.4.2(B) Requisite Skills.The ability to communicate, make public presentations, interpret fiscal analysis, forecast needs, and analyze data.

7.4.2 (B)		X	X
7.4.3 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.			
7.4.3		X	
7.4.3(A) Requisite Knowledge. Risk, hazard, and value analysis methods and process, as well as community development features, community demographics, and assessed valuation of properties in the community.			
7.4.3 (A)	X		
7.4.3(B) Requisite Skills. The ability to conduct a needs assessment plan, to effectively communicate in writing, and to problem solve.			
7.4.3 (B)		X	X
7.4.4 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.			
7.4.4		X	
7.4.4(A) Requisite Knowledge. Strategic planning, capital improvement planning and budgeting, and facility planning.			
7.4.4 (A)	X		
7.4.4(B) Requisite Skills. The ability to conduct a needs assessment plan, to effectively communicate in writing, and to problem solve.			
7.4.4 (B)		X	X
7.4.5 Develop a succession plan. given department resources, policies, and procedures, so that the future needs of the department are met.			
7.4.5		X	
7.4.5 (A) Requisite Knowledge Strategic planning, member demographics, recruitment, and retention.			

7.4.5 (A)	X		
7.4.5 (B) Requisite Skills The ability to forecast budgets, to conduct a personnel needs assessment, to effectively communicate, and to solve problems.			
7.4.5 (B)		X	X
7.6.1 Develop a comprehensive disaster plan that integrates other agencies' resources, given risk, vulnerability, and capability data, so that the organization can mitigate the impact to the community.			
7.6.1		X	
7.6.1(A) Requisite Knowledge.Major incident policies and procedures, physical and geographic characteristics, demographics, target hazards, incident management systems, communications systems, intelligence data, contractual and mutual-aid agreements, and local, state/provincial, and federal regulations and resources.			
7.6.1 (A)	X		
7.6.1(B) Requisite Skills.The ability to analyze data, to communicate, to develop a disaster plan, and to coordinate interagency activity.			
7.6.1 (B)		X	X
7.6.2 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.			
7.6.2		X	
7.6.2(A) Requisite Knowledge.Major incident plans; policies and procedures; physical and geographic characteristics; demographics; incident management systems; communications systems, contractual and mutual-aid agreements; and local, state/provincial, and federal regulations and resources and NFPA 3000.			
7.6.2 (A)	X		
7.6.2(B) Requisite Skills.The ability to communicate and to organize a plan; familiarity with interagency planning and coordination.			
7.6.2 (B)		X	X

7.7.1 Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage incidents are reduced.			
7.7.1		X	X
7.7.1(A) Requisite Knowledge.Risk management concepts; occupational requirements, occupational hazards analysis; and disability procedures, regulations, and laws.			
7.7.1(A)	X		
7.7.1(B) Requisite Skills.The ability to communicate, to analyze data, and to use evaluative methods.			
7.7.1(B)		X	X