

IDHS DIVISION OF TRAINING
FIRE OFFICER 4
PRACTICAL SKILLS AND EXAMINATION HANDBOOK



**EVALUATOR HANDBOOK FOR THE
FIRE OFFICER 4 PRACTICAL SKILLS**

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Skill Sheet #1, HUMAN RESOURCE

Task: Appraise the department's human resource demographics, given appropriate community demographics data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices. (*NFPA® 1021, 7.2.1*)

Required knowledge: Policies and procedures, local, state and federal regulations, community demographics, community issue, and formal and informal community leaders.

Required skills: the ability to communicate orally and in writing to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.

Skills Evaluation Checklist

Task Steps	
1.	Did they appraise the department's human resource demographics?
2.	Determine if the recruitment, selection, and placement of human resources is effective.
3.	Is it consistent with local, state, and federal laws and current best practices?

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

Remember, you are an evaluator, not a trainer

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Skill Sheet #2, HUMAN RESOURCE

Task Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program. (NFPA® 1021, 7.2.2)

Required Knowledge: Policies and procedures, contractual agreements, and local, state and federal regulations.

Required skills: The ability to communicate orally and in writing, to negotiate, to analyze current status of employee relations, to relate interpersonally, to analyze the current employee/management relations, and to conduct program implementation.

Skills Evaluation Checklist

Task Steps	
1.	Did they evaluate current employee/management relationships?
2.	Did the department initiate the development of a process the supports a positive and participative employee/management program.

Prevent or prohibit any unsafe acts.

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Skill Sheet #3, HUMAN RESOURCE

Task Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the departments, so that all members can achieve and maintain required performance. (NFPA 1021, 7.2.3)

Required knowledge Training recourses, community needs, internal and external customers, policies and procedures, local, state, and federal regulations

Required skills: the ability to communicate orally and in writing and to organize data and resources.

Skills Evaluation Checklist

Task Steps	
1.	Establish a list of education and in-service training goals, so that all members can achieve and maintain required performance.
2.	Evaluates and enumerates steps to implement training program

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Skill Sheet #4, HUMAN RESOURCE

Task Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits. (*NFPA® 1021, 7.2.4*)

Required knowledge Policies and procedures, amiable assistance program, local, state, and federal regulations.

Required skills The ability to communicate orally and in writing to relate interpersonally to members, and to analyze needs and results.

Skills Evaluation Checklist

Task Steps	
1.	Did they appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits?

Prevent or prohibit any unsafe acts.

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Skill Sheet #5, HUMAN RESOURCE

Task Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results. (*NFPA® 1021, 7.2.5*)

Required knowledge Policies and procedures, amiable incentive programs, contractual agreements and local, state, and federal regulations.

Required skills The ability to communicate orally and in writing, to relate interpersonally and to analyze programs.

Skills Evaluation Checklist

Task Steps	
1.	Provides a description of the department's incentive program
2.	Did they Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results?

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**Skill Sheet #6, COMMUNITY AND GOVERNMENT
RELATIONS**

Task Attend, participate in, and assume leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department. (*NFPA® 1021, 7.3.1*)

Required knowledge Community demographics, community and civic issues, effective customer service methods, and formal and informal community leaders.

Required skills The ability to communicate orally and familiarity with public relations.

Skills Evaluation Checklist

Task Steps	
1.	Did they attend, participate in, and assume leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department.

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Skill Sheet #7, ADMINISTRATION

Task Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met. (*NFPA® 1021, 7.4.1*)

Required knowledge Policies and procedures, physical and geographic characteristics, demographics, community plans, staffing requirements, response time benchmarks, contractual agreements, and local, state, and federal regulations.

Required skills The ability to communicate orally and in writing and familiarity with fiscal analysis, public policy processes, forecasting resources, and analyzing current department status requirements.

Skills Evaluation Checklist

Task Steps	
1.	Did they develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

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Skill Sheet #8, ADMINISTRATION

Task Evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources, to meet departmental training goals. (NFPA® 1021, 7.4.2)

Required knowledge Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plans, staffing requirements, training standards, needs assessment, contractual agreements, and local, state, and federal regulations.

Required skills The ability to communicate orally and in writing and familiarity with fiscal analysis, forecasting needs, and analyzing data.

Skills Evaluation Checklist

Task Steps	
1.	Did they evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources, to meet departmental training goals

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Skill Sheet #9, ADMINISTRATION

Task Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate feature of the service area, of the organization, so that an accurate of the service area of the organization, so that an accurate evaluation is made for service delivery decision-making. (*NFPA[®] 1021, 7.4.3*)

Required knowledge Risk, hazard, and value analysis methods and processes, as well as community development features, community demographics, and assessed valuation of properties in the community.

Required skills The ability to conduct a needs assessment plan, to effectively communicate in writing, problem solving.

Skills Evaluation Checklist

Task Steps	
1.	Complete a written comprehensive risk, hazard, and value analysis of the community

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Skill Sheet #10, ADMINISTRATION

Task 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. (*NFPA® 1021, 7.4.4*)

Required knowledge Strategic planning, capital improvement planning and budgeting, and facility planning.

Required skills The ability to conduct a needs assessment plan, to effectively communicate in writing, and problem solving

Skills Evaluation Checklist

Task Steps	
1.	Develop a plan for a capital improvement project or program

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Skill Sheet #11, EMERGENCY SERVICE DELIVERY

Task Develop a comprehensive disaster plan that integrates other agencies resources, given data, in order to rapidly and effectively mitigate the impact on a community.
(*NFPA® 1021, 7.4.4*)

Required knowledge Major incidents policies and procedures, physical and geographic characteristics, demographics, target hazards, incident management systems, communication systems, contractual and mutual-aid agreements, and local, state, and federal regulations and resources.

Required skills The ability to communicate orally and in writing and to organize a disaster plan, familiarity with interagency planning and coordination.

Skills Evaluation Checklist

Task Steps	
1.	Was a comprehensive disaster plan developed that integrates other agencies resources, given data, in order to rapidly and effectively mitigate the impact on a community?

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Skill Sheet #12, EMERGENCY SERVICE DELIVERY

Task Develop a comprehensive plan, given data, (including agency data) so that the agency operates at a civil disturbance, integrates with other agencies actions, and provide for the safety and protection of members. (*NFPA® 1021, 7.6.2*)

Required knowledge Major incident policies and procedures, physical and geographic characteristics, demographics, incident management system, communication systems, contractual and mutual-aid agreements, and local, state, and federal regulations and resources.

Required skills The ability to communicate orally and in writing, and to organize a plan familiarity with inter-agency planning and coordination.

Skills Evaluation Checklist

Task Steps	
1.	Was a comprehensive plan developed, given data, (including agency data) so that the agency operates at a civil disturbance, integrates with other agencies actions, and provide for the safety and protection of members.

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Skill Sheet #13, HEALTH AND SAFETY

Task Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.
(*NFPA® 1021, 7.7.1*)

Required knowledge Risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws.

Required skills The ability to communicate orally and in writing, to analyze data, and to use evaluative methods.

Skills Evaluation Checklist

Task Steps	
1.	Have they shown that they have maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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