

# Fire Officer IV

## Variance Request Packet

The intent of this packet is to provide guidance to those persons requesting certification for Fire Officer IV based on that person's prior experience, education, etc. in lieu of testing in a traditional manner. This packet, when completed, will serve as the supporting information to be presented to the Board of Firefighting Standards and Education "Board" for their review and approval, or denial.

This packet is to be completed by the applicant and submitted to the Certifications Section of the Indiana Department of Homeland Security at least 30 days prior to the upcoming regularly scheduled meeting of the Board. Any omitted or excluded information or documentation will automatically delay the request to the next regularly scheduled Board meeting.

### 655 IAC 1-2.1-11 Fire Officer IV

Sec. 11. (a) The minimum training standards for Fire Officer IV certification shall be as set out in that certain document, being titled as NFPA 1021, Standard for Fire Officer Professional Qualifications, Chapter 7, 2009, published by NFPA, Batterymarch Park, Quincy, Massachusetts 02269, which is hereby adopted by reference and made a part of this rule as if fully set out in this rule. To the extent that Chapter 7 requires compliance with another NFPA standard, such standard shall be that which is referred to in Chapter 2.

(b) The candidate shall be certified as a Fire Officer III.

**Prerequisites:** This certification has the following prerequisites:

Do Have     Do not have    Fire Officer III

A copy of supporting documents such as the certificate or other compelling information is required to proceed with this packet.

**Variance Request Requirements:**

Candidates must have a minimum of 50 points in Education and Experience (20 of which must be in experience) to qualify for variance consideration. The candidate must clearly spell out why the degree that they have should count for the certification for which they are applying. Draw linkages between the degree and the certification. This must be provided in the applicants' statement below when describing the reason for the request."

**Education** (Check the highest level only)

- Doctorate or Masters Degree- 40 points
- Bachelors Degree- 30 points
- Associates Degree- 20 points
- Academic Certificate- 10 points
- Executive Fire Officer Certificate through the National Fire Academy- 30 points
- Any Fire Science degree- 10 additional points (above whatever degree is checked)

\_\_\_\_\_ Total Education Points

**Experience** (My date of hire is: \_\_\_\_\_)

- 20 years and above- 2 points per year      Total \_\_\_\_\_
- 15 years to 19 years- 2 points per year      Total \_\_\_\_\_
- 10 years to 14 years- 2 points per year      Total \_\_\_\_\_
- 5 years to 9 years- 1 point per year      Total \_\_\_\_\_
- Less than 5 years- 1 point per year      Total \_\_\_\_\_

\_\_\_\_\_ Total Experience Points





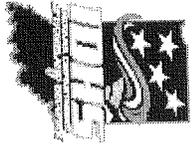
# DIVISION OF TRAINING

## FIRE OFFICER IV PRACTICAL SKILL EVALUATION CHECK SHEET



Student Name (Last, First, MI)		PSID Number	
Drivers License Number		County	
Fire Department / Agency		IDHS Course Number	
Test Location			
<b>SKILL</b>	<b>PERFORMANCE OBJECTIVE</b>	<b>Date</b>	<b>Pass / Fail</b>
Human Resources	NFPA 1021, 7.2.1		
Human Resources	NFPA 1021, 7.2.2		
Human Resources	NFPA 1021, 7.2.3		
Human Resources	NFPA 1021, 7.2.4		
Human Resources	NFPA 1021, 7.2.5		
Human Resources & Governmental Relations	NFPA 1021, 7.3.1		
Administration	NFPA 1021, 7.4.1		
Administration	NFPA 1021, 7.4.2		
Administration	NFPA 1021, 7.4.3		
Administration	NFPA 1021, 7.4.4		
Administration	NFPA 1021, 7.6.1		
Emergency Service Delivery	NFPA 1021, 7.6.2		
Emergency Service Delivery	NFPA 1021, 7.7.1		
Health and Safety			
			<b>Evaluator Signature</b>

**Turn over to complete information required on the back of this examination report.**



# DIVISION OF TRAINING

## FIRE OFFICER IV PRACTICAL SKILL EVALUATION CHECK SHEET



This check-off sheet is intended to be used as a record of a student's performance of each skill listed and its associated NFPA objective. This sheet will serve as the permanent record for the practical skills testing of the Fire Officer 1. This sheet should be used for the evaluation of the student; however, the Evaluator should refer to the IDHS Practical Skills Book and NFPA standards for additional guidance on the proper completion of the demonstrated skill. **REMEMBER: A skill may not be evaluated by the instructor who taught that skill. REPORT ANY ERRORS OR PROBLEMS TO THE IDHS CERTIFICATION SECTION 1-800-666-7784.**

### LEAD EVALUATOR CERTIFICATION OF SKILLS

I certify that the student identified on this form has successfully completed all practical skills listed. Falsification of this information may result in disciplinary action against the Instructor or Evaluator by the Board of Fire Fighter Personnel Standards and Education.

Name		Signature	
Certification Number		Date Signed	

## **NFPA 1021 Standard for Fire Officer Professional Qualifications 2009 Edition**

This document is intended to be used as a guide when applying for a variance with the IAC 655 Board of Personnel Firefighter Standards and Education. Individuals are encouraged to refer directly to the NFPA Standards for technical guidance in determining their completion of the requisite Job Performance Requirements (JPR's). What is contained here is a 'plain English' version of those requirements. Persons wishing to apply for a variance with the Board must clearly document how they have met all of the requirements described below.

### **Chapter 7 Fire Officer IV**

**7.1 General Prerequisite Knowledge.** For qualification at Fire Officer Level IV, the Fire Officer III shall meet the job performance requirements defined in Sections 7.2 through 7.7 of this standard.

**7.2 Human Resource Management.** This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements.

**7.2.1 Describe how through experience or training, you:** Appraised the department's human resource demographics, given appropriate community demographic data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.

**7.2.2 Describe how through experience or training, you:** Evaluated current employee/management relations and initiated the development of a process that supports a positive and participative employee/management program.

**7.2.3 Describe how through experience or training, you:** Established and evaluated a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members could achieve and maintain required proficiencies.

**7.2.4 Describe how through experience or training, you:** Appraised a member-assistance program, given data, to determine if the program, when used, produced the desired results and benefits.

**7.2.5 Describe how through experience or training, you:** Evaluated an incentive program so that a determination was made regarding the achievement of the desired results.

#### **7.3 Community and Government Relations.**

This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements.

**7.3.1 Describe how through experience or training, you:** Attended, participated in, and assumed a leadership role in a given community event in order to understand and respond