

# **Louisiana Firefighter and Emergency Responder Certification System**



**Fire Officer IV**  
(NFPA 1021, 2009 Edition)  
Approved April 24, 2013 by CAC

**Louisiana State University  
Fire & Emergency Training Institute**

## **Certification Requirements Fire Officer IV**

### *Entrance Requirements*

The skill level for Fire Officer IV, as determined by the Certification Advisory Committee, is focused on the fire service person responsible for managing a fire department or a division within a metro department.

It is with this purpose that the Fire Officer IV level is established within this standard. These requirements reflect the minimum requirements as found in NFPA 1021, 2009, chapter 7.

In order to certify in the Louisiana **Fire Officer IV** program, firefighters must complete the following process:

- 1- Be certified as a Fire Officer III with the Firefighter and Emergency Responder Certification system.
- 2- Submit completed Portfolio to the Certification Advisory Committee.
- 3- The Certification Advisory Committee will evaluate submitted documentation. Once approved by CAC the Fire Officer IV candidate will be notified and may move to the next step in the process.
- 4- Request Fire Officer IV written examination.
- 5- Receive certification upon completion of the Portfolio and Written Examination process.

### *Training Courses*

Currently a course for Fire Officer IV does not exist so to allow firefighters an option to pursue this level of certification the Certification Advisory Committee has developed a portfolio process. Due to the nature of the requirements for Fire Officer IV, training is received on the job training and practical experience. This experience is documented by completing the Fire Officer IV Requirements Form, contained within this standard, which will lead to the development of a Portfolio.

### *Certification Process*

Participants seeking Fire Officer IV must complete a Portfolio and provide documentation as outlined in the portfolio application.

### Portfolio Method

This Requirement Form is self-directing in what is being required by the Certification Council to become eligible to receive Fire Officer IV certification. **Documentation** must accompany this form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1021 (2009), chapter 7, as adopted by the Certification Advisory Committee.

Once the Fire Officer IV Requirements Form and appropriate documentation have been submitted to the Certification Office, they will be submitted to a qualified reviewer, and approved by the Certification Advisory Committee. If deficiencies are found, the reviewer will work with the candidate to correct those areas. Once the review is completed, a recommendation will be submitted to the Certification Advisory Committee for final approval.

### Testing Method

Once approved by the Certification Advisory Committee the Fire Officer IV candidate is eligible for the written examination which consists of a 100-question written examination based on the IFSTA edition. A passing score is considered 70% or above.

Once the candidate has completed either the Course or Portfolio method and the written examination they will be certified Fire Officer IV within the state of Louisiana.

# Fire Officer IV Portfolio Form

Date of Request \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

To obtain Certification as a Fire Officer IV within the Firefighter and Emergency Responder Certification system, please complete the following form and portfolio packet. You must provide documentation as required. **If using material already created it cannot be older than fire (5) years old.** Please address each requirement in the standard and provide the requested material. Your documentation to the Certification Office should be in a binder. Your material should be well organized with the NFPA reference number listed on each document you submit.

Pre-requisites for certification as **Fire Officer IV**: Fire Officer III

These requirements are based on NFPA 1021, 2009 Edition, Chapter 7

<b><u>NFPA Ref.</u></b>	<b><u>Description of Skill/Knowledge</u></b>	<b><u>Completed</u></b>
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7.2.1	<u>Description of skill and/or knowledge:</u> Appraise the department's human resource demographics to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.	
	<u>Criteria to meet standard</u> Provide documentation of department's demographic information and evaluate against community demographics.	<input type="checkbox"/>

7.2.2	<u>Description of skill and/or knowledge:</u> Evaluate current employee/management relations.	
	<u>Criteria to meet standard:</u> Provide documentation of department's current management/ labor contract and summarize its contents. [If your agency does not have a labor contract, provide a sample document and a summary of what a labor/management contract contains.]	<input type="checkbox"/>

7.2.3	<u>Description of skill and/or knowledge:</u> Establish and evaluate a list of education and in-service training goals for all positions within the department.	
	<u>Criteria to meet standard:</u> Provide documentation of each job position within your agency and identify education, training or certification requirements for each position.	<input type="checkbox"/>

- 7.2.4 Description of skill and/or knowledge:  
Appraise a member –assistance program.
- Criteria to meet standard:   
Provide documentation of your agencies employ assistance program, what resources/services it provides, how employees can access it.
- 7.2.5 Description of skill and/or knowledge:  
Evaluate department incentive program(s)
- Criteria to meet standard:   
Provide documentation of your department’s incentive program, if you agency has more than one program select one to submit with your portfolio. Evaluate the incentive program and evaluate if it has achieved the desired outcome. [If your agency does not have an incentive program, develop a proposal for an incentive program for your portfolio.]
- 7.3.1 Description of skill and/or knowledge:  
Attend, participate and act in leadership role for a community event.
- Criteria to meet standard:   
Provide documentation of participation in a community event representing your agency. Detail your role in this external event.
- 7.4.1 Description of skill and/or knowledge:  
Develop a comprehensive long range plan for your department or a department program/project.
- Criteria to meet standard:   
Provide documentation of a program/project that fits with your agencies goals, provide description, budget, timeline/benchmarks and desired outcome.
- 7.4.2 Description of skill and/or knowledge:  
Evaluate and project department training requirements, facilities and building needs.
- Criteria to meet standard:   
Complete evaluation of departments training program, training needs and develop a proposal to improve or modify training program based on evaluation.
- 7.4.3 Description of skill and/or knowledge:  
Complete a risk, hazard and value analysis of your community and evaluate the assessment for service delivery decision making.
- Criteria to meet standard:   
Develop and complete a community assessment for your response area and evaluate findings with you agencies current status and make recommendations for changes if appropriate.

7.4.4

Description of skill and/or knowledge:

Develop a plan for a capital improvement program/project.

Criteria to meet standard:

Provide an analysis of your agencies capital improvement plan, identify a program or project and complete a plan to accomplish the project. [If your agency does not have a capital improvement process, this requirement can be satisfied by creating a program].

7.6.1

Description of skill and/or knowledge:

Develop a comprehensive disaster plan for a **natural or man-made** event for use by your agency.

Criteria to meet standard:

Create a comprehensive disaster plan for your agency or review your agencies existing plan and update it according to your agencies policies and procedures.

7.6.2

Description of skill and/or knowledge:

Develop a comprehensive disaster plan for a **civil disturbance** for use by your agency.

Criteria to meet standard:

Create a comprehensive disaster plan for your agency or review your agencies existing plan and update it according to your agencies policies and procedures.

7.7.1

Description of skill and/or knowledge:

Develop, provide and maintain leadership for a risk management program for your agency.

Criteria to meet standard:

Complete an evaluation of your agencies risk management program and determine its effectiveness. If your agency does not have a risk management create a plan and submit for this requirement.