

NFPA No.

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FIRE OFFICER PROFESSIONAL QUALIFICATIONS 1976



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NATIONAL FIRE PROTECTION ASSOCIATION

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See Inside Back Cover for Official NFPA Definitions

National Professional Qualifications System

established by the

Joint Council of National Fire Service Organizations

Constituent Members of the Joint Council of National Fire Service Organizations

Fire Marshals Association of North America

International Association of Arson Investigators

International Association of Black Professional Fire Fighters

International Association of Fire Chiefs

International Association of Fire Fighters

International Fire Service Training Association

International Municipal Signal Association

International Society of Fire Service Instructors

Metropolitan Committee of International Association of
Fire Chiefs

National Association of Fire Science and Administrators

National Fire Protection Association

The Joint Council of National Fire Service Organizations consists of leaders of the principal national organizations representing the Fire Service of the United States. It meets periodically to review current developments and to establish areas of common interest where cooperative efforts of member organizations can be used for maximum results.

An important step in the establishment of national standards of professional competence for the Fire Service was taken by the Joint Council on October 25, 1972.

The Council decided that one area of common interest in which national collective action was desirable was in the establishment of standards upon which the levels of competency within the Fire Service could be determined.

A committee of the Council was delegated the responsibility of preparing an acceptable system for the development of the standards. Following several months of work, during which the suggestions of constituent organizations were incorporated, the Committee submitted the final proposal to the Joint Council and the following system was approved and established:

1. Committees to develop standards of professional competency, made up of peer group representation; and
2. An independent Board to oversee and validate standards developed and the implementation of such standards in a nationally coordinated continuing professional development program for the Fire Service.

The Secretariat for Committees and Board is to be provided by the staff of the National Fire Protection Association.

1. Fire Service Professional Standards Development Committees

There are four committees, each of which is made up of representatives of organizations which are constituent members of the Joint Council and certain other persons nominated by the Joint Council, collectively.

The four committees are respectively responsible for the development and preparation and recommended minimum standards of professional competence required of:

1. Fire Fighters
2. Fire Inspectors and Investigators
3. Fire Service Instructors
4. Fire Service Officers.

Each committee is established and operated under NFPA standards making procedures with one important variation, which is that no draft standard shall be submitted to NFPA for final adoption until it has been approved by the National Professional Qualifications Board for the Fire Service.

Standards are prepared for use after final adoption as a basis for nationally standardized examinations by authorized agencies and the standards are available for adoption by federal, state, and local authorities.

Committees do not determine, or become involved in, actual certification procedures or the direct implementation of the standards; they do assist implementing agencies by a continuing review and revision of the standards.

The authorized representation on each committee is as follows:

1. Fire Fighter Qualifications Committee

International Association of Fire Chiefs	3 persons
International Association of Fire Fighters	3 persons
International Association of Black Professional Fire Fighters	3 persons
International Fire Service Training Association	3 persons
International Society of Fire Service Instructors	3 persons
National Fire Protection Association	3 persons
Joint Council of National Fire Service Organizations	3 persons

2. Fire Inspector and Investigator Qualifications Committee

Fire Marshals Association of North America	2 persons
International Association of Arson Investigators	2 persons
International Association of Fire Chiefs	2 persons
International Association of Fire Fighters	2 persons
National Fire Protection Association	2 persons
Joint Council of National Fire Service Organizations	3 persons

3. Fire Service Instructor Qualifications Committee

International Association of Fire Chiefs	2 persons
International Association of Fire Fighters	2 persons
International Fire Service Training Association	2 persons
International Society of Fire Service Instructors	2 persons
National Fire Protection Association	2 persons
Joint Council of National Fire Service Organizations	3 persons

4. Fire Service Officer Qualifications Committee

Fire Marshals Association of North America	3 persons
International Association of Fire Chiefs	3 persons
International Association of Fire Fighters	3 persons
International Association of Black Professional Fire Fighters	3 persons
International Society of Fire Service Instructors	3 persons
Metropolitan Committee of International Association of Fire Chiefs	3 persons
National Fire Protection Association	3 persons
Joint Council of National Fire Service Organizations	3 persons

2. National Professional Qualifications Board for the Fire Service

A nine-person Board appointed by the Joint Council to act on behalf of the Council in the following duties and responsibilities:

- (i) The Board is constituted to supervise a nationally coordinated continuing professional development program for the Fire Service.
- (ii) The Board shall be responsive to the needs and opinions of all groups involved with the Fire Service and of others, including individuals who have related interests.
- (iii) It shall identify and define levels of professional progression.
- (iv) It shall correlate, review and validate draft standards prepared by the Technical Committees established to produce professional standards for each level of Fire Service responsibility.
- (v) It shall approve all draft standards before such are submitted for final adoption procedures.
- (vi) It shall be responsible for the accreditation and supervision of any national programs of certification and shall coordinate with implementing agencies to ensure validity and reliability of the evaluation criteria used in connection with such programs.

CURRENT COMPOSITION OF THE BOARD

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(1976)

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Washington, DC 20006

STATEMENT BY THE BOARD AS TO THE APPLICABILITY OF STANDARDS DEVELOPED UNDER THE SYSTEM

Application to Existing Positions

It is not the intent of the Board that these standards shall have the effect of rendering invalid any rank, qualification and appointment acquired prior to the adoption of this standard.

Upon adoption of any standard, the authority having jurisdiction shall classify its existing ranks, qualifications, and appointments to determine equivalency with an appropriate level of the standard.

An incumbent of a position established prior to adoption of a standard shall be considered qualified and eligible for future progression in accordance with the standards.

Existing Systems

Those existing systems of qualifications which meet or exceed these minimum standards should continue in force.

It is the intent, however, that existing systems of qualifications which fail to meet these standards be discontinued after adoption of the standard, so that all persons acquiring qualification thereafter do so in accordance with this standard.

The Board recognizes that, at present, wide variations exist in the standards of competence required of members of the Fire Service; and that due to geographic considerations and the differing requirements of the many organizations providing fire protection, higher levels of competence than those provided in the standards produced under the National System may be desirable in certain areas.

The Board considers it essential that all members of the Fire Service eventually achieve the minimum standards.

Performance Objectives

The Board directed all committees to develop standards in terms of terminal performance objectives, which are considered the *minimum* necessary for a person to be considered competent to engage in providing fire service at the respective level and in the role specified by the standard, no matter where that person is serving.

In this connection, it is pointed out that the statement of performance objectives contained in the standards is not a training program outline. A number of instructional steps are required for mastery of an objective. Teaching outlines will be more detailed and extensive, as a single objective can require many hours of instruction and may interrelate to instruction for other objectives.

The Standards

The standards are designed so that any member of the Fire Service can achieve the level required by various means; these include participation in state and local training programs, self-study, attendance at colleges offering suitable courses, and by combinations of these means.

The standards are the first step: there must also be a controlled testing procedure by which personnel can be officially certified when they have demonstrated their competency. The Board stresses that such testing procedures are essential to a meaningful program of professionalism and, accordingly, is prepared, in conformance with the directions of the Joint Council of National Fire Service Organizations, to review the validity and quality of testing procedures established by state and local authorities, and to accredit such procedures.

The Board strongly recommends that certification procedures be established on a statewide basis in every state where no such system exists at present, and that every fire department participate in the program.

The establishment of standards and testing procedures will not, in themselves, ensure that all personnel will achieve the required levels of competency. It follows that training programs should be developed to prepare members of the Fire Service to acquire the skills and knowledge necessary to achieve the terminal performance objectives of the standards.

Throughout the standards, levels of numerical ascending sequence have been used to denote increasing degrees of responsibility: e.g., Fire Fighter I, II, III, the lowest or basic level being I. A similar sequence will be used in each standard; the total number of levels varying in accordance with the number of steps involved in the individual standard.

Approval of Standard

The final draft of NFPA Standard No. 1021, *Fire Officer Professional Qualifications*, was approved by the National Professional Qualifications Board for the Fire Service on the 27th day of July, 1976, with the recommendation that it be submitted for adoption at the NFPA Fall Meeting to be held in Cincinnati, Ohio in November, 1976.

(The foregoing is not part of the Standard.)

Fire Officer Professional Qualifications

NFPA No. 1021

Standard for Fire Officer Professional Qualifications

NFPA No. 1021-1976

1976 Edition of NFPA No. 1021

This is the first edition of the Fire Officer Professional Qualifications Standard. It was adopted by the National Fire Protection Association on November 16, 1976 at the Fall Meeting on the recommendation of the Professional Qualifications Standards for Fire Officer Committee.

Origin and Development

On December 14, 1972 the National Professional Qualifications Board for the Fire Service directed the chairman of the Technical Committees to develop minimum standards for each of the following areas: fire fighter, fire instructor, fire investigator and inspector, and fire officer.

In compliance with this direction the Fire Service Professional Development Committee for Fire Officer Qualifications met in 1973, 1974, and 1975. Information related to Fire Officer Qualifications was collected, reviewed, and discussed. The Committee identified six officer levels and established a set of objectives for each.

The intent of the Committee was to develop performance standards in a clear and concise manner so that they can be used to determine without doubt that any person so measured does truly possess the skills to be a fire officer. The Committee contends that these performance objectives can be used by any fire department in any city, town, or private organization throughout the North American continent.

This standard has been three years in development. It has gone through seven drafts and a number of subcommittee meetings. The full Committee approved the final standard at Santa Monica, California on July 9, 1976.

Committee on Fire Service Professional Standards Development for Fire Officer Qualifications

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This list represents the membership at the time the Committee was balloted on the text of this edition. Since that time, changes in the membership may have occurred.

Interpretation Procedure of the Committee on Fire Service Professional Standards Development for Fire Officer Qualifications

Those desiring an interpretation shall supply the Chairman with five identical copies of a statement in which shall appear specific reference to a single problem, paragraph, or section. Such a statement shall be on the business stationery of the inquirer and shall be duly signed.

When applications involve actual field situations they shall so state and all parties involved shall be named.

The Interpretations Committee will reserve the prerogative to refuse consideration of any application that refers specifically to proprietary items of equipment or devices. Generally inquiries should be confined to interpretation of the literal text or the intent thereof.

Requests for interpretations should be addressed to the National Fire Protection Association, 470 Atlantic Avenue, Boston, MA 02210.

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Standard for Fire Officer Professional Qualifications

NFPA No. 1021-1976

NOTICE: An asterisk (*) preceding the number or letter designating a paragraph indicates explanatory material on that paragraph in Appendix.

Chapter 1 Administration

1-1 Scope. This standard identifies the professional levels of competence required for fire department officers.

1-2 Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a fire officer.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

This standard shall cover the requirements for the six levels of progression, i.e., Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV, Fire Officer V, and Fire Officer VI.

1-3 General.

1-3.1 All of the standards for any level of fire officers shall be performed in accordance with recognized practices and procedures or as defined by an accepted authority.

1-3.2 It is not required for the objectives to be mastered in the order they appear. The local or state training program shall establish the instructional priority, and the program content to prepare individuals to meet the performance objectives of this standard.

1-3.3 The Fire Fighter III shall meet all the objectives for Fire Officer I before being certified at the Fire Officer I level; and the objectives for each succeeding level in the progression shall be met before being certified at the next higher level.

1-4 Definitions.

Fire Officer I. The fire officer, at the first level of command, who has demonstrated the knowledge and the ability to perform the objectives specified in this standard for that level.

Fire Officer II. The fire officer, at the second level of command, who has demonstrated the knowledge and the ability to perform the objectives specified in this standard for that level.

Fire Officer III. The fire officer, at the third level of command, who has demonstrated the knowledge and the ability to perform the objectives specified in this standard for that level.

Fire Officer IV. The fire officer, at the fourth level of command, who has demonstrated the knowledge, and the ability to perform the objectives specified in this standard for that level.

Fire Officer V. The fire officer, at the fifth level of command, who has demonstrated the knowledge and the ability to perform the objectives specified in this standard for that level.

Fire Officer VI. The fire officer, at the sixth level of command, who has demonstrated the knowledge and the ability to perform the objectives specified in this standard for that level.

Fire Department. The organization that provides fire rescue, fire suppression, and fire prevention services to governmental or nongovernmental agencies.

With Competence. Possessing knowledge, skills, and judgement needed to perform indicated objectives satisfactorily.

Demonstrate. To show by actual use. This may be supplemented by, or when actual use is not feasible, replaced by simulation, explanation, illustration, or a combination of these.

Identify. To physically select, indicate, or explain verbally or in writing, using standard terms recognized by the Fire Service.

Objective. A goal that is achieved through the attainment of a skill, knowledge, or both, which can be observed or measured.

Qualification. Having satisfactorily completed the requirements of the objectives.

Describe. To explain verbally or in writing using standard terms recognized by the Fire Service.

Understanding. The process of gaining or developing the meaning of various types of materials or knowledge.

Chapter 2 Fire Officer I

2-1 General.

2-1.1 The Fire Officer I shall meet all the objectives for Fire Fighter III in accordance with NFPA Standard No. 1001.

2-1.2 The Fire Officer I shall meet all of the objectives for Instructor I in accordance with NFPA Standard No. 1041.

*2-2 Leadership.

2-2.1 The Fire Officer I shall describe the advantages, disadvantages, and effects of various recognized styles of leadership.

2-2.2 The Fire Officer I, given a summary of the functions of a leader, shall:

- (a) describe the officer's responsibility in promoting cooperation
- (b) describe how group cooperation may be obtained.

2-2.3 The Fire Officer I shall identify the three types of verbal orders and demonstrate their use in each of the following situations:

- (a) during emergency situations
- (b) in the station
- (c) during training sessions.

2-2.4 The Fire Officer I, given a list of policies which may be used by a department, shall:

- (a) describe how the various policies affect the officer
- (b) describe the officer's role in interpreting the policies
- (c) describe why accuracy, clarity, and impartiality are important in interpreting policy
- (d) describe how to implement the policies in the leadership role.

2-2.5 The Fire Officer I, given the personnel rules of the department, shall describe how to deal fairly, firmly, and equally with subordinates.

***2-3 Community Relations.** The Fire Officer I shall describe how each of the following factors affects the behavior of groups within the community in relation to the fire department:

- (a) Economic Conditions
- (b) Religion
- (c) Race and Ethnic Groups
- (d) Community Organizations
- (e) Family Structure.

***2-4 Fire Prevention.**

***2-4.1** The Fire Officer I shall explain the procedures for conducting a fire inspection program within the authority having jurisdiction for the following types of occupancies:

- (a) Public Assembly
- (b) Educational
 - (1) Residential
 - (2) Nonresidential
- (c) Institutional
- (d) Residential
- (e) Storage and Offices
- (f) Basic Industry
- (g) Manufacturing
- (h) Storage
- (i) Special Properties.

***2-4.2** The Fire Officer I shall explain the procedures to record and evaluate the information gathered from fire inspection reports for the following type occupancies:

- (a) Public Assembly
- (b) Educational
 - (1) Residential
 - (2) Nonresidential
- (c) Institutional
- (d) Residential
- (e) Storage and Offices
- (f) Basic Industry
- (g) Manufacturing
- (h) Storage
- (i) Special Properties.

***2-4.3** The Fire Officer I shall identify the procedure to conduct and evaluate fire and exit drills for the following occupancies in accordance with regulations within the authority having jurisdiction:

- (a) Public Assembly
- (b) Educational
 - (1) Residential
 - (2) Nonresidential
- (c) Institutional
- (d) Residential
- (e) Storage and Offices
- (f) Basic Industry
- (g) Manufacturing
- (h) Storage
- (i) Special Properties.

2-4.4 The Fire Officer I shall describe the components and procedures for the development and implementation of a public fire prevention education program.

***2-5 Fire Suppression.**

2-5.1 The Fire Officer I shall identify the components of the fire suppression organization in the authority having jurisdiction.

2-5.2 The Fire Officer I shall define the authority and responsibility of each component of the fire suppression organization in the authority having jurisdiction.

2-5.3 The Fire Officer I shall describe the lines of authority within the department.

2-5.4 The Fire Officer I shall describe the duties and responsibilities of each rank in both line and staff functions.

2-5.5 The Fire Officer I shall describe the chain of command of the fire-ground organization in the authority having jurisdiction.

***2-6 Fire Protection.**

2-6.1 The Fire Officer I shall identify the public and private national organizations which support the fire protection services, and describe the functions of each.

2-6.2 The Fire Officer I shall identify the public and private state organizations which support the fire protection services, and describe the functions of each.

2-6.3 The Fire Officer I shall identify the public and private local organizations which support the fire protection services, and describe the functions of each.

2-6.4 The Fire Officer I shall demonstrate the procedures for the inspection of stationary fire pumps according to the authority having jurisdiction.

2-6.5 The Fire Officer I shall demonstrate the procedures for the inspection of standpipe systems according to the authority having jurisdiction.

2-6.6 The Fire Officer I shall identify the special extinguishing systems within the authority having jurisdiction and demonstrate the procedures for the inspection of the systems.

2-6.7 The Fire Officer I shall identify and describe the operating principles of special fixed extinguishing systems, fire detection systems, and special communications systems as defined by the NFPA.

***2-7 Fire Hazards and Causes.**

2-7.1 The Fire Officer I shall describe the fire hazard characteristics of the following materials:

- (a) Class A materials
- (b) Class B materials
- (c) Class C Materials
- (d) Class D materials.

2-7.2 The Fire Officer I shall identify the leading causes of fire as established by NFPA.

2-7.3 The Fire Officer I shall identify the leading causes of fire spread as established by NFPA.

***2-7.4** The Fire Officer I shall identify the common hazards which might be encountered in the following occupancies:

- | | |
|---------------------|-------------------------|
| (a) Public Assembly | (e) Stores and Offices |
| (b) Educational | (f) Basic Industry |
| (1) Residential | (g) Manufacturing |
| (2) Nonresidential | (h) Storage |
| (c) Institutional | (i) Special Properties. |
| (d) Residential | |

***2-7.5** The Fire Officer I shall identify the special hazards which might be encountered in the following occupancies:

- | | |
|---------------------|-------------------------|
| (a) Public Assembly | (e) Stores and Offices |
| (b) Educational | (f) Basic Industry |
| (1) Residential | (g) Manufacturing |
| (2) Nonresidential | (h) Storage |
| (c) Institutional | (i) Special Properties. |
| (d) Residential | |

2-7.6 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where flammable liquids are (1) stored, (2) handled, and (3) transported, shall for each given situation:

- (a) evaluate the reports and identify the hazards that exist
- (b) list recommendations to correct the hazards identified.

2-7.7 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where flammable gases

are (1) stored, (2) handled, and (3) transported, shall for each situation given:

- (a) evaluate the reports and identify the hazards that exist
- (b) list recommendations to correct the hazards identified.

2-7.8 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where hazardous materials are (1) stored, (2) handled, and (3) transported, shall for each situation given:

- (a) evaluate the reports and identify the hazards that exist
- (b) list recommendations to correct the hazards identified.

2-7.9 The Fire Officer I shall identify and explain the local, national and international symbols used to designate hazardous materials, and identify the precautions that fire fighters are expected to observe and follow.

2-7.10 The Fire Officer I shall demonstrate knowledge of the color coding required for the various compressed gas cylinders as defined by the American Gas Association.

***2-8 Building Construction.**

2-8.1 The Fire Officer I shall identify and define symbols and maps used by the authority having jurisdiction.

2-8.2 The Fire Officer I, given actual or simulated fire inspection reports for each of the following occupancies, shall evaluate the reports and identify the construction features which might contribute to the spread of fire, heat, and smoke throughout the building or from one building to another:

- (a) Public Assembly
- (b) Educational
 - (1) Residential
 - (2) Nonresidential
- (c) Institutional
- (d) Residential
- (e) Stores and Offices
- (f) Basic Industry
- (g) Manufacturing
- (h) Storage
- (i) Special Properties.

2-8.3 The Fire Officer I shall demonstrate knowledge of the characteristics of basic building materials and their behavior under fire conditions.

***2-9 Codes and Ordinances.**

2-9.1 The Fire Officer I shall be able to identify and describe the fire prevention codes, building codes and ordinances applicable to fire safety in the authority having jurisdiction.

2-9.2 The Fire Officer I shall identify and describe nationally recognized fire prevention codes and building codes.

***2-10 Fire Fighting Strategy and Tactics.**

2-10.1 The Fire Officer I shall identify and describe the factors of size-up which must be considered to determine procedures for control of an emergency situation.

2-10.2 The Fire Officer I, given a simulated fireground situation requiring rescue and a list of available resources, shall demonstrate the utilization and coordination of manpower and equipment to complete the rescue operation.

2-10.3 The Fire Officer I, given a simulated fire problem which would require the application of recognized principles of overhaul, shall describe or demonstrate the overhaul procedures necessary.

2-10.4 The Fire Officer I, given a simulated structural fire condition requiring salvage operations, shall describe the salvage operation procedures and techniques necessary.

2-10.5 The Fire Officer I, given a simulated fireground situation, shall describe how basic organizational principles would be applied.

2-10.6 The Fire Officer I, given a simulated interior fire situation, shall:

- (a) describe how fire may extend within the building
- (b) describe how to control the spread of fire within the building.

2-10.7 The Fire Officer I, given a simulated exterior fire situation, shall:

- (a) evaluate the situation
- (b) describe how to control the spread of fire to keep it from extending to adjacent buildings.

2-10.8 The Fire Officer I shall identify the three types of ventilation procedures and demonstrate the use of each.

2-10.9 The Fire Officer I, given equipment and personnel, shall demonstrate the attack procedures required to control, confine, and extinguish a fire in each of the following simulated situations:

- | | |
|-----------------------|--------------------------|
| (a) Structures | (c) Flammable Gases |
| (b) Flammable Liquids | (d) Hazardous Materials. |

2-10.10 The Fire Officer I, given a simulated fireground situation requiring multiple company operations, shall analyze the situation and determine the resources required for control and demonstrate the assignment and placement of the resources.

2-10.11 The Fire Officer I, given an actual or simulated target hazard and all pertinent information, shall develop a prefire plan, which will include the utilization of manpower, equipment and extinguishing agents.

***2-11 Chemistry.**

2-11.1 The Fire Officer I shall define the following terms and demonstrate how each relates to emergency situations:

- | | |
|--------------------------|-------------------|
| (a) Vapor pressure | (g) Boiling point |
| (b) Vapor density | (h) Reactivity |
| (c) Ignition temperature | (i) Alkalines |
| (d) Flash point | (j) Acids |
| (e) Flammable limits | (k) Oxidizers. |
| (f) Specific gravity | |

2-11.2 The Fire Officer I shall explain the following as defined by an accepted authority: atom, molecule, ions, atomic and molecular weights, chemical changes, chemical equilibrium and acids and bases.

***2-12 Safety Practices.**

2-12.1 The Fire Officer I shall identify the most common causes of personal injury to the fire fighter.

2-12.2 Given specific hazards, the Fire Officer I shall develop an accident prevention program applicable to the officer's duty assignment.

2-12.3 Given actual or simulated accident and injury reports, the Fire Officer I shall evaluate the reports and describe appropriate prevention measures.

2-12.4 The Fire Officer I, given rules, regulations, directives, policies and laws regarding safety practices:

- (a) shall demonstrate procedures required to enforce the safety regulations
- (b) shall demonstrate how to maintain complete and accurate records.

***2-13 Fire Investigation.**

2-13.1 The Fire Officer I, given actual or simulated photographs, diagrams, and/or sketches, shall:

- (a) determine the point of origin
- (b) describe the procedure used to determine loss to structure and contents by the authority having jurisdiction.

2-13.2 The Fire Officer I, given actual or simulated photographs, sketches and/or diagrams where an incendiary fire is suspected, shall:

- (a) describe how personnel would be directed to identify and preserve evidence
- (b) describe how personnel would properly collect, remove and preserve evidence
- (c) describe the procedures for preliminary interviewing of witnesses and identification of suspects at the fire scene.

2-13.3 The Fire Officer I shall identify the factors to be considered upon arrival on the fire scene which may indicate an incendiary fire.

2-13.4 The Fire Officer I, given an actual or simulated incendiary fire:

- (a) shall describe the procedures used in identifying incendiary fires
- (b) shall describe the procedures used in locating evidence to indicate arson intent
- (c) shall demonstrate the methods of securing and controlling the fire scene until appropriate investigative personnel arrive.

2-13.5 The Fire Officer I, given a summary of the methods most generally used by persons setting fires, shall describe how the methods used by arsonists can be detected.

2-13.6 The Fire Officer I, given a summary of the motives for illegally setting fires, shall describe how the motives can be used by an investigator to determine a likely suspect.

2-13.7 The Fire Officer I shall identify which local, regional, and/or state agency may assist in fire investigations.

2-13.8 The Fire Officer I, given a summary of the record system maintained on fire investigations, shall describe how the record system is used and maintained.

2-14 Report Writing.

2-14.1 The Fire Officer I shall identify the types of report forms used in the authority having jurisdiction at that level of responsibility.

2-14.2 The Fire Officer I, given the report forms and all the pertinent information, shall complete the reports used by the authority having jurisdiction at that level of responsibility.

2-14.3 The Fire Officer I, given an actual or simulated recordkeeping system for the officer's area of responsibility, shall demonstrate:

- (a) how to maintain the system
- (b) how to transmit reports to superior officers.

Chapter 3 Fire Officer II

***3-1 Psychology (General).** The Fire Officer II shall demonstrate knowledge of the emotional and behavioral characteristics of the individual or working group as they apply to the responsibility of subordinates and supervisors.

***3-2 Human Relations and Management.** The Fire Officer II shall describe how each of the following affects the group behavior within the organization:

- (a) Understanding People
- (b) Motivating the Worker
- (c) Handling Disputes
- (d) Introducing Changes
- (e) Gaining Cooperation
- (f) Supervisory Cooperation
- (g) Job Attitude
- (h) Company Policy
- (i) Emotional Status
- (j) Handling Complaints
- (k) Handling the Problem Worker.

***3-3 English.** The Fire Officer II shall demonstrate knowledge of written and verbal communications skills.

***3-4 Technical Math.** The Fire Officer II, given specific problems and all pertinent information, shall demonstrate the use of the following: whole numbers, fractions and decimals, percentages, averages and estimations, algebraic equations, powers and roots, ratios and proportions, linear surface, and volume measurements.

***3-5 Hazardous Materials.**

3-5.1 The Fire Officer II shall explain the characteristics of flammable liquids, flammable gases, and flammable solids.

3-5.2 The Fire Officer II, given a simulated emergency incident and all pertinent information involving each of the following materials, shall analyze each simulated situation, determine the resources required for control, and demonstrate the assignment and placement of the resources:

- (a) Flammable Liquids

- (b) Flammable Gases
- (c) Poisons
- (d) Explosives
- (e) Radioactive Materials
- (f) Flammable Solids
- (g) Reactives
- (h) Corrosives.

3-5.3 The Fire Officer II shall identify national, state and local information resources for handling of hazardous materials under fire or emergency situations.

***3-6 Technical Report Writing.**

3-6.1 The Fire Officer II shall identify the capability of electronic data processing equipment used by the authority having jurisdiction.

3-6.2 The Fire Officer II shall demonstrate the ability to interpret the output from electronic data processing equipment used by the authority having jurisdiction.

3-6.3 The Fire Officer II, given an actual or simulated recordkeeping system for the officer's area of responsibility, shall demonstrate:

- (a) how to maintain that system
- (b) how to evaluate the system
- (c) how to identify necessary changes in the system.

3-6.4 The Fire Officer II, given an actual or simulated personnel record, shall interpret the record and prepare a report in clear, concise language for transmittal to a superior officer.

3-6.5 The Fire Officer II, given an actual or simulated equipment maintenance record, shall interpret the record and prepare a report in clear, concise language for transmittal to a superior officer.

3-6.6 The Fire Officer II, given actual or simulated fire department buildings maintenance record, shall interpret the record and prepare a report in clear, concise language for transmittal to a superior officer.

3-6.7 The Fire Officer II, given an actual or simulated accident record, shall interpret the record and prepare a report in clear, concise language for transmittal to a superior officer.

Chapter 4 Fire Officer III

***4-1 English.** The Fire Officer III shall demonstrate an advanced knowledge of written and verbal communications skills.

***4-2 Fire Protection Systems and Alarm Systems.**

4-2.1 The Fire Officer III shall identify nationally recognized fixed fire suppression systems and demonstrate the use of each.

4-2.2 The Fire Officer III shall identify nationally recognized signaling and detection systems and demonstrate the use of each system.

4-2.3 The Fire Officer III, given a list of occupancies within the jurisdiction which contain private fire protection equipment, shall:

- (a) determine if the sprinkler system installation is appropriate for the area being protected
- (b) determine if the automatic signaling systems are appropriate for the area being protected
- (c) determine if the protection systems outside the occupancy are adequate for the area being protected.

4-2.4 The Fire Officer III, given water systems reference materials, shall:

- (a) demonstrate knowledge of the water supply facilities as they apply to fire fighting operations
- (b) demonstrate knowledge of the procedures for the mapping of auxiliary water supplies to supplement the normal system.

4-2.5 The Fire Officer III shall demonstrate knowledge of the functions and operating procedure of a public fire alarm system.

4-2.6 The Fire Officer III shall demonstrate knowledge of how to coordinate fire department water system activities with other agencies.

***4-3 Water Supply Systems Analysis and Fire Protection Hydraulics.**

4-3.1 The Fire Officer III, given plans for a planned housing development, shall estimate the required fire flow and recommend hydrant distribution for fire fighting operations.

4-3.2 The Fire Officer III, given plans for a shopping center, shall estimate the required fire flow and recommend a hydrant distribution system for fire fighting operations.

***4-3.3** The Fire Officer III, given plans for an industrial complex, shall estimate the required fire flow and recommend hydrant distribution for fire fighting operations.

***4-4 Fire Protection Administration.**

4-4.1 The Fire Officer III, given the organizational charts or description, shall describe the responsibilities of each state and local government fire service agency in the authority having jurisdiction.

4-4.2 The Fire Officer III shall demonstrate knowledge of current national trends and developments related to fire service organization, financing, and labor relations.

4-4.3 The Fire Officer III shall demonstrate knowledge of how to evaluate the fire department records systems of the authority having jurisdiction.

4-4.4 The Fire Officer III, given the personnel rules of the department, shall evaluate the rules and prepare specific recommendations for changes, if indicated.

4-4.5 The Fire Officer III shall describe the labor relation agreement as used by the authority having jurisdiction.

4-4.6 The Fire Officer III shall demonstrate knowledge of the following as they relate to the organization in the authority having jurisdiction:

- (a) Disciplinary procedures
- (b) Discharge procedures
- (c) Transfers
- (d) Promotions
- (e) Compensation
- (f) Sick leave
- (g) Vacation
- (h) Acting pay procedures
- (i) Benefits.

4-4.7 The Fire Officer III, given a prescribed quantity of personnel and equipment for a given area to be protected, shall develop a model plan for the utilization of those resources.

4-4.8 The Fire Officer III, given an actual or simulated grievance, shall write a concise and impartial report indicating who, what, where, and how the grievance arose.

4-4.9 The Fire Officer III, given an actual or simulated labor problem, shall:

- (a) demonstrate the ability to determine the factual information
- (b) demonstrate the ability to resolve the problem.

***4-5 General Physics.** The Fire Officer III shall explain or describe or illustrate the following as defined by an accepted authority: forces and motion; energy and momentum; law of gravitation; properties of solids and liquids, pressure in gases and liquids; temperature-heat, and expansion; thermal properties of matter; basic electricity; magnetism in instruments, generators, and motors; sound; nature and behavior of light; radioactivity, and the metric system.

***4-6 Public Speaking.** The Fire Officer III, given a topic, shall prepare a written speech, develop appropriate visual aids and deliver the speech.

***4-7 Personnel Management.**

4-7.1 The Fire Officer III, given an actual or simulated personnel situation, shall identify the types of corrective action required and describe how each is used as a tool of supervision.

4-7.2 The Fire Officer III shall identify and define three types of personnel interviews, commonly used.

4-7.3 The Fire Officer III shall identify and define two types of approaches to counseling.

4-7.4 The Fire Officer III, given an actual or simulated situation, shall determine which type of interview would be most valuable.

4-7.5 The Fire Officer III, given records or forms used in evaluating personnel, a summary of the methods of evaluation, and a summary of the common errors in evaluating, shall:

- (a) describe the objectives of an employee evaluation program
- (b) describe how the common errors in evaluating can be avoided
- (c) describe the procedures for conducting an evaluation program

- (d) describe how to plan an evaluation conference
- (e) describe how to conduct an evaluation conference.

4-7.6 The Fire Officer III shall demonstrate knowledge of supervisory practices, the ability to evaluate the effectiveness of supervision at various levels, and the ability to interpret the evaluation for correcting deficiencies.

4-7.7 The Fire Officer III shall demonstrate knowledge of equal employment opportunity in the fire service.

4-7.8 The Fire Officer III shall demonstrate knowledge of the method for selecting, employing and promoting personnel as provided by codes, ordinances, and rules in accordance with acceptable modern administrative principles.

4-7.9 The Fire Officer III shall demonstrate knowledge of how to make personnel assignments to best utilize manpower.

4-7.10 The Fire Officer III shall demonstrate knowledge of how to objectively evaluate and counsel personnel to encourage their development to full capacity.

4-7.11 The Fire Officer III shall demonstrate knowledge of how to supervise and evaluate planned promotional programs procedures.

***4-8 Sociology.**

4-8.1 The Fire Officer III shall demonstrate knowledge of the social services required to meet the needs of the community in the authority having jurisdiction.

4-8.2 The Fire Officer III shall identify and describe the fire protection organization's role in providing social services within the authority having jurisdiction.

4-8.3 The Fire Officer III, given an actual or simulated situation, shall identify and describe the sociological effect within the fire protection organization.

***4-9 Major Emergency Planning.**

4-9.1 The Fire Officer III shall identify the authority having jurisdiction, and all the agencies available in controlling a major disaster.

4-9.2 The Fire Officer III shall describe the responsibilities, authority, and utilization of all support agencies in the authority having jurisdiction.

4-9.3 The Fire Officer III, given all the pertinent information and available resources, shall prepare a plan to cope with a large-scale emergency situation.

4-9.4 The Fire Officer III, given a simulated disaster situation and all pertinent information, shall describe/illustrate the application of the major emergency operations plan.

4-9.5 The Fire Officer III, given a simulated disaster situation which would require extensive supervision of personnel, shall describe how basic operational principles would be applied to the simulated disaster situation.

4-9.6 The Fire Officer III, given a simulated disaster situation, shall:

- (a) describe how a major disaster plan is activated
- (b) demonstrate knowledge of the disaster plans
- (c) identify the outside assistance available to the fire department and the methods of summoning the assistance
- (d) describe the operation of the mutual aid plan for the region.

4-9.7 The Fire Officer III shall describe the emergency procedures to be followed by fire officers and other members of the department during civil disturbances.

4-9.8 The Fire Officer III, given actual or simulated problems, shall demonstrate knowledge of how to determine objectives and formulate plans, organize for emergency operations, and direct and control the emergency operations.

4-9.9 The Fire Officer III shall demonstrate the ability to utilize alternative methods of communications in major emergency operations.

***4-10 Public Relations.**

4-10.1 The Fire Officer III shall demonstrate the ability to prepare fire prevention and public information type displays and visual aids for special events and programs.

4-10.2 The Fire Officer III shall demonstrate the ability to prepare speeches on such subjects as the protection of life and property and home safety.

4-10.3 The Fire Officer III shall demonstrate the ability to deliver lectures on various fire service subjects to community organizations.

Chapter 5 Fire Officer IV

***5-1 Safety Practices**

5-1.1 The Fire Officer IV, given safety records and reports, and a summary of federal, state, and local codes and ordinances regulating safety practices, shall demonstrate knowledge of how to develop, plan, initiate, administer, and evaluate safety programs.

5-1.2 The Fire Officer IV shall have a knowledge of the cost of injuries and the cost of insurance programs to provide protection for injured employees.

***5-2 Industrial Fire Protection.**

5-2.1 The Fire Officer IV, given actual or simulated industrial processes, shall identify the hazards involved and describe the appropriate private fire protection measures applicable for processes involving each of the following materials:

- (a) Flammable Liquids
- (b) Flammable Gases
- (c) Poisons
- (d) Explosives
- (e) Radioactive Materials
- (f) Flammable Solids
- (g) Reactives
- (h) Corrosives
- (i) Dust Producing Materials.

5-2.2 The Fire Officer IV, given an actual or simulated industrial occupancy and all pertinent information, shall demonstrate knowledge of how to organize and train a fire brigade.

5-2.3 The Fire Officer IV, given the organization of an industrial fire brigade and an actual or simulated situation within the industrial occupancy, shall demonstrate the ability to coordinate the activities of the fire brigade and the Fire Department.

***5-3 Organization and Management.**

5-3.1 The Fire Officer IV shall demonstrate the ability to prepare reports, specifications, requisitions, and budgets from predetermined data.

5-3.2 The Fire Officer IV, given a summary of the functions of a fire officer, shall:

- (a) develop a system of planning jobs
- (b) describe the procedure for organizing work
- (c) describe how work is directed by delegating, initiating, and following up.

5-3.3 The Fire Officer IV, given simulated fireground situations where the delegation of authority would be useful, shall:

- (a) describe the principles of delegation of authority that would be useful
- (b) describe the principles of delegation of authority for each simulated situation.

5-3.4 The Fire Officer IV, given a summary of department procedures, training procedures, performance evaluation procedures, records and reports, and objectives and policies, shall:

- (a) demonstrate knowledge of how to analyze systematically the effectiveness of the procedures
- (b) demonstrate knowledge of how to conduct and administer tests or examinations for proficiency
- (c) demonstrate knowledge of how to make recommendations for improvements when procedures are not meeting the objectives
- (d) demonstrate knowledge of objectives, policy provisions, and procedures to accomplish the goals
- (e) demonstrate knowledge of proper use of evaluation forms and procedures
- (f) demonstrate the ability to evaluate results of tests to determine that objectives are being achieved.

5-3.5 The Fire Officer IV, given a summary of apparatus and equipment, shall demonstrate knowledge of national apparatus standards and specifications as defined by an accepted authority.

5-3.6 The Fire Officer IV shall identify a system used to develop specific and accurate specifications for apparatus and major items of equipment based upon local needs and conditions.

5-3.7 The Fire Officer IV shall demonstrate knowledge of how to evaluate equipment, plan and schedule maintenance and replacement, and budget funds for maintenance and replacement.

5-3.8 The Fire Officer IV shall demonstrate the ability to inspect, plan and schedule maintenance, budget for maintenance, and develop a replacement plan for all fire department related buildings within the authority having jurisdiction.

5-3.9 The Fire Officer IV, given the table of organization, shall identify the system used for the assignment of personnel and utilization of manpower.

***5-4 Public Finance–Budgeting.**

5-4.1 The Fire Officer IV, given schedules and guidelines concerning budget preparation and pertinent information, shall:

- (a) demonstrate the ability to review the records for determination of the supplies necessary for existing and new programs
- (b) demonstrate the ability to determine the need for major repairs to buildings and equipment
- (c) demonstrate the ability to determine the need for new equipment
- (d) demonstrate the ability to prepare budget requests for supplies, maintenance and capital equipment required.

5-4.2 The Fire Officer IV shall demonstrate the ability to determine the funds necessary to operate a unit of the fire department for a fiscal period, prepare a budget as prescribed by the departmental policy, and prepare the necessary justification.

5-4.3 The Fire Officer IV, given a summary of fiscal and financial policies, shall demonstrate knowledge of how to supervise a system of budget control based upon the fiscal and financial policies.

5-4.4 The Fire Officer IV shall demonstrate the ability to prepare a program budget.

***5-5 Fire Suppression and Detection Systems.** The Fire Officer IV, given all pertinent information, shall identify the appropriate suppression system required in accordance with accepted design standards and local codes and ordinances.

***5-6 Public Relations.**

5-6.1 The Fire Officer IV shall describe how to prepare and submit a news release.

5-6.2 The Fire Officer IV, given a summary of various types of complaints, shall describe the proper steps used in handling the complaints.

5-6.3 The Fire Officer IV shall demonstrate knowledge of the functions of other bureaus, agencies, and divisions of government and the interdependence and need for cooperation between various elements of governments.

5-6.4 The Fire Officer IV shall demonstrate knowledge of how to represent the department and coordinate relations with outside agencies.

5-6.5 The Fire Officer IV shall demonstrate knowledge of how to formulate a department-wide public relations program.

Chapter 6 Fire Officer V

***6-1 Political Science.**

6-1.1 The Fire Officer V shall demonstrate knowledge of federal, state, and local legislation affecting fire protection in the authority having jurisdiction.

6-1.2 The Fire Officer V shall demonstrate knowledge of the law-making process of the federal government.

6-1.3 The Fire Officer V shall demonstrate knowledge of the law-making process in the state government of the authority having jurisdiction.

6-1.4 The Fire Officer V shall demonstrate knowledge of the law-making process in the authority having jurisdiction.

6-1.5 The Fire Officer V, given an actual or simulated situation requiring new legislation, shall demonstrate the ability to draft the proposed legislation.

***6-2 Public Administration.**

6-2.1 The Fire Officer V shall demonstrate knowledge of the job requirements of subordinate positions and demonstrate the ability to plan, assign, coordinate activities, and establish priorities.

6-2.2 The Fire Officer V, given a summary of the job requirements for all positions within the department, shall establish a list of education and in-service training goals for each position.

6-2.3 The Fire Officer V shall demonstrate knowledge of supervision and administration of personnel, functions, and reports and the analytical ability to improve operational efficiencies.

6-2.4 The Fire Officer V shall demonstrate knowledge of how to establish policies related to the evaluation and development of personnel.

6-2.5 The Fire Officer V shall demonstrate knowledge on how to develop and administer an incentive program to stimulate individual and group initiative.

6-2.6 The Fire Officer V, given a summary of current or pending legislation of interest to the fire service, shall identify legislative intent and inadequacies in new or current laws.

***6-3 State and Local Government.**

6-3.1 The Fire Officer V shall demonstrate knowledge of the authority of the branches of government in the authority having jurisdiction.

6-3.2 The Fire Officer V shall identify the cabinet posts and/or the departments of government in the authority having jurisdiction.

6-3.3 The Fire Officer V shall demonstrate knowledge of the authority of the branches of government at the state level.

6-3.4 The Fire Officer V shall identify the cabinet posts and/or the department of government at the state level.

6-3.5 The Fire Officer V shall identify the state and local agencies involved in the field of fire protection and describe the function of each agency identified.

***6-4 National Government.** The Fire Officer V shall identify the federal agencies involved in the field of fire protection and describe the function of each agency identified.

***6-5 Legal Aspects of Fire Protection.**

6-5.1 The Fire Officer V shall demonstrate knowledge of the legal rights, liabilities, and responsibilities of the fire protection organization in the authority having jurisdiction.

6-5.2 The Fire Officer V shall demonstrate knowledge of the federal, state and local laws affecting the rights, liabilities, and responsibilities of the fire protection organization.

Chapter 7 Fire Officer VI

***7-1 Master Planning.** The Fire Officer VI, given rules, codes, operating procedures and objectives designed to provide fire protection for a geographical area, and the current physical plant and facilities, and advanced planning projections for the area, shall:

- (a) analyze trends in urbanization, building construction, population, etc., as they affect the area
- (b) submit recommendations for long range plans which are designed to meet problems inherent in the projected changes in the area
- (c) analyze methods and techniques designed to implement long range programs
- (d) document a need for change based on advanced planning projections
- (e) demonstrate a consideration for the cost-benefit ratio in recommendations submitted.

***7-2 Management Information Systems.**

7-2.1 The Fire Officer VI, given a simulated or actual record system, shall:

- (a) demonstrate knowledge of how to analyze the records and data
- (b) demonstrate knowledge of how to interpret the records and data and determine validity
- (c) demonstrate knowledge of how to evaluate the data for the purpose of recommending improvements.

7-2.2 The Fire Officer VI, given a summary of the goals and objectives of data processing services and systems within the jurisdiction and a summary of the components and operational principles of various types of data processing equipment, shall:

- (a) identify the capabilities and limitations of electronic data processing equipment
- (b) identify the components and functions of electronic data processing hardware
- (c) identify and define the functions of data input, sorting, processing, fielding, retrieval and control.