

CERTIFICATION CURRICULUM MANUAL

CHAPTER NINE

FIRE OFFICER

NFPA 1021, 2020 Edition

Effective June 1, 2022



Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

OVERVIEW

Fire Officer I

A Fire Officer I is required to meet the Job Performance Requirements (JPRs) of chapter 4 of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer I section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 4 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer I

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*. An individual at the Fire Officer I level, as part of his or her duties and responsibilities performs the following:

- Uses human resources to accomplish assignments in accordance with safety plans in an efficient manner, evaluates member task performance, supervises personnel during emergency, and non-emergency work periods
- Deals with inquiries from the community, projects the role of the department to the public, delivers safety, injury prevention and fire prevention education programs
- Performs general administrative functions and implements departmental policies and procedures at the unit/company level

- Performs a fire investigation to determine preliminary cause, secures the incident scene, and preserves evidence
- Supervises emergency operations, conducts pre-incident planning, and deploys assigned resources in accordance with the local emergency plan
- Integrates safety plans, policies, and procedures into the daily activities as well as on the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a safe work environment, in accordance with health and safety plans, for all assigned members

CHAPTER NINE
FIRE OFFICER I
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
901-4.1	General	4
901-4.2	Human Resources Management	6
901-4.3	Community and Government Relations	6
901-4.4	Administration	4
901-4.5	Inspection and Investigation	4
901-4.6	Emergency Service Delivery	10
901-4.7	Health and Safety	8
	Performance Skills*	18
	TOTAL RECOMMENDED HOURS	60

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

Fire Officer I Equipment List

Instructor developed scenarios

Writing equipment

Agency purchasing forms

Actual or generic department organization chart

Actual or generic department goals and mission

Actual or generic department or agency policies & procedures

AHJ Information Management System (can be simulated)

Facility for a pre-incident plan

Pre-planning policies, procedures and forms

Incident information sheet

Emergency response/run reports

ICS and/or PIA forms or checklists

Visual aids equipment (i.e. PowerPoint, computer, projector)

Departmental forms

Fire Officer I-IV

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a Media Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7

REFERENCE LIST FOR THE FIRE OFFICER I CURRICULUM

Certified Training Facilities approved to teach this curriculum, must have the following reference materials:

Fire and Emergency Services Company Officer (6th Ed.) (2019) Stillwater, OK: International Fire Service Training Association

Fire Officer: Principles and Practice (4th Ed.) (2020) Sudbury, MA: Jones and Bartlett Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2020 Ed.) Quincy, MA: National Fire Protection Association NFPA Publications

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire Protection.

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER I

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer Courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 4.2.5:

NFPA Standard/Curriculum	Explanation
4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.	NFPA JPR number 4.2.5
(A) Requisite Knowledge: Human resource policies, procedures, applicable laws, and legal concepts.	Requisite knowledge objectives for 4.2.5 Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.
(B) Requisite Skills: The ability to communicate and to relate interpersonally.	Requisite skills objectives for 4.2.5 Only performance skills will be used to test these objectives on the state certification exam.
A.4.2.5: The Fire Officer I should be able to deal with administrative procedures that might include transfers, promotions, compensation/member benefits, sick leave, vacation, requests for pay or benefits while acting in a temporary position, change in member benefits, commendations, disciplinary actions, and grievances.	Appendix A: Explanatory Material for 4.2.5

Descriptions of Certification Levels

For additional information, see Chapter 451 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER II

OVERVIEW

Fire Officer II

A Fire Officer II is required to meet the Job Performance Requirements (JPRs) of chapter 5 of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer II section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 5 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer II

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer II level as part of his or her duties and responsibilities:

- Evaluates member job performance
- Prepares a project or divisional budget, news releases, and/or new policy or changes in existing policies
- Conducts inspections to identify hazards and addresses violations and conducts fire investigations to determine origin and preliminary causes
- Supervises multi-unit emergency operations, deploys assigned resources, and develops and conducts post-incident analysis
- Reviews injury, accident, and health exposure reports, identifies unsafe work environments or behaviors, and takes approved action to prevent their reoccurrence

CHAPTER NINE
FIRE OFFICER II
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
902-5.1	General	1
902-5.2	Human Resources Management	10
902-5.3	Community and Government Relations	3
902-5.4	Administration	10
902-5.5	Inspection and Investigation	10
902-5.6	Emergency Service Delivery	8
902-5.7	Health and Safety	6
	Performance Skills*	12
	TOTAL RECOMMENDED HOURS	60

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

REFERENCE LIST FOR THE FIRE OFFICER II CURRICULUM

Certified Training Facilities approved to teach this curriculum, must have the following reference materials:

Fire and Emergency Services Company Officer (6th Ed) (2019) Stillwater, OK:
International Fire Service Training Association

Fire Officer: Principles and Practice (4th Ed.) (2020) Sudbury, MA: Jones and Bartlett
Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2020 Ed.) Quincy,
MA: National Fire Protection Association. NFPA Publications

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire
Protection.

Fire Officer II Equipment List

Instructor developed scenarios

Actual or generic department or agency policies & procedures

Simulated personnel records

Agency personnel evaluation forms

Agency mission and goals document(s)

Example multi-unit implementation of a community risk reduction (CRR) programs

Writing equipment

Budget forms and potential revenue sources

Budget policies and procedures

Purchasing forms and purchasing policies and procedures

Departmental forms

Current editions of NFPA 1600, 1700, 1710 and 1720

AHJ approved safety procedures

Emergency response/run reports

ICS and/or PIA forms or checklists

Health and safety policies and procedures

Injury/illness reports

Fire Officer I-IV

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a Media Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER II

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire*

Officer Professional Qualifications, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 5.6.2:

NFPA Standard/Curriculum	Explanation
5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.	NFPA JPR number 5.6.2
(A) Requisite Knowledge: Elements of a fire- or rescue-related post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, sources of any emergency operations controlling authority, including EMS protocols, if applicable, and customer service.	Requisite knowledge objectives for 5.6.2 Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.
(B) Requisite Skills: The ability to write reports, to communicate orally, and to evaluate skills.	Requisite skills objectives for 5.6.2 Only performance skills will be used to test these objectives on the state certification exam.
A.5.6.2(A): The Fire Officer II should be aware of all legal authority, parameters, and constraints of operations on the emergency scene.	Appendix A: Explanatory Material for 5.6.2

Descriptions of Certification Levels

For additional information, see Chapter 451 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER III

OVERVIEW ***Fire Officer III***

A Fire Officer III is required to meet the Job Performance Requirements (JPRs) of chapter 6 of National Fire Protection Association (NFPA) 1021, *Standard for Incident Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer III section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 6 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer III

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*. An individual at the Fire Officer III level as part of his or her duties and responsibilities:

- Establishes procedures for hiring, assigning, promoting, and encouraging professional development of members
- Develops programs that improve and expand service and build partnerships with the public
- Prepares a divisional or departmental budget, develops a budget management system, solicits bids, plans for resource allocation and works with information management systems
- Evaluates inspection programs to determine effectiveness and develops public safety plans

- Manages multi-agency planning, deployment, and operations
- Develops, manages and evaluates a departmental safety program

CHAPTER NINE
FIRE OFFICER III
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
903-6.1	General	2
903-6.2	Human Resource Management	10
903-6.3	Community and Government Relations	4
903-6.4	Administration	10
903-6.5	Inspection and Investigation	4
903-6.6	Emergency Service Delivery	6
903-6.7	Health and Safety	4
903-6.8	Emergency Management	4
	Performance Skills*	12
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

REFERENCE LIST FOR THE FIRE OFFICER III CURRICULUM

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

Chief Officer: Principles and Practice (3rd Ed) (2021). Burlington, MA: Jones and Bartlett Learning.

Chief Officer (4th Ed) (2019). Stillwater, OK: International Fire Service Training Association.

National Incident Management System: Principles and Practice (2nd Ed) (2012). Sudbury, MA: Jones and Bartlett Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2020 Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Officer Development Handbook (2nd Ed) (2010). Fairfax, VA: International Association of Fire Chiefs.

Standards Manual for Fire Protection Personnel. Austin, TX: Texas Commission on Fire Protection.

Fire Officer III Equipment List

AHJ SOPs

Personal computer with word processing and spreadsheet software

Printer with paper

Report forms, templates, and example documents

Instructor developed scenarios

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER III

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer Courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 6.3.1:

NFPA Standard/Curriculum	Explanation
6.3.1 Develop a community risk reduction (CRR) program, given risk assessment data, so that program outcomes are met.	NFPA JPR number 6.3.1
(A) Requisite Knowledge: Community demographics, resource availability, community needs, customer service principles, and program development.	Requisite knowledge objectives for 6.3.1 Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.
(B) Requisite Skills: The ability to relate interpersonally, to communicate , and to analyze and interpret data.	Requisite skills objectives for 6.3.1 Only performance skills will be used to test these objectives on the state certification exam.
A.6.3.1: Community needs are viewed to include, but not be limited to, fire, large-scale disasters, emergency medical, and public health problems.	Appendix A: Explanatory Material for 6.3.1

Descriptions of Certification Levels

For additional information, see Chapter 451 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire*

Officer Professional Qualifications and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER IV

OVERVIEW

Fire Officer IV

A Fire Officer IV is required to meet the Job Performance Requirements (JPRs) of chapter 7 of National Fire Protection Association (NFPA) 1021, *Standard for Incident Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer IV section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 7 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer IV

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer IV level as part of his or her duties and responsibilities:

- Administers job performance requirements, and evaluates and improves the department
- Projects a positive image of the fire department to the community
- Develops long-range plans and fiscal projections
- Develops plans for major disasters
- Administers a comprehensive risk management program

CHAPTER NINE
FIRE OFFICER IV
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
904-7.1	General	2
904-7.2	Human Resource Management	12
904-7.3	Community and Government Relations	6
904-7.4	Administration	12
904-7.5	Inspection and Investigation	No performance requirements at this level
904-7.6	Emergency Services Delivery	12
904-7.7	Health and Safety	6
	Performance Skills*	6
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

REFERENCE LIST FOR THE FIRE OFFICER IV CURRICULUM

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

Chief Officer: Principles and Practice (3rd Ed) (2021). Burlington, MA: Jones and Bartlett Learning.

Chief Officer (4th Ed) (2019). Stillwater, OK: International Fire Service Training Association.

National Incident Management System: Principles and Practice (2nd Ed) (2012). Sudbury, MA: Jones and Bartlett Publishers, Inc.

NFPA 1021: Standard for Fire Officer Professional Qualifications (2020 Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Officer Development Handbook (2nd Ed) (2010). Fairfax, VA: International Association of Fire Chiefs.

Standards Manual for Fire Protection Personnel. Austin, TX: Texas Commission on Fire Protection.

Fire Officer IV Equipment List

AHJ SOPs

Personal computer with word processing and spreadsheet software

Printer with paper

Report forms, templates, and example documents

Instructor developed scenarios

Fire Officer I-IV

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a Media Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER IV

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 7.2.1:

NFPA Standard/Curriculum	Explanation
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.	NFPA JPR number 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.	Requisite knowledge objectives for 7.2.1 Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.
(B) Requisite Skills: The ability to communicate, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.	Requisite skills objectives for 7.2.1 Only performance skills will be used to test these objectives on the state certification exam.

Descriptions of Certification Levels

For additional information, see Chapter 451 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.