

# Community Risk Officer

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## Certification Task Book November 2014



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

# Community Risk Officer

## Certification Task Book November 2014

**Candidate:** [Click here to enter text.](#)

**SFT ID Number:** [Click here to enter text.](#)

**Fire Agency:** [Click here to enter text.](#)

**Issued By:** [Click here to enter text.](#)

**Issue Date:** [Click here to enter text.](#)

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This Certification Task Book includes the certification training standards included in Community Risk Officer (November 2014), which is based on NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist 2010

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Published by:

State Fire Training, 1131 S Street, Sacramento, CA 95811  
(916) 445-8200

Cover photo courtesy of Karen Guillemín-Kanawyer, Madera-Mariposa-Merced Unit

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For Review Only

## Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

### Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

### Responsibilities

#### Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
  - No date shall be prior to the issuance date.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority section with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

#### Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.

- Review and understand the candidate's certification task book requirements and responsibilities.
- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

### Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that no signature or date is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under the Authority section with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

### Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under the Authority section.

7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return your certification task book with a checklist indicating what needs to be completed.

**Do not submit this certification task book until you have:**

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

**State Fire Training Mailing Address**

Office of the State Fire Marshal  
State Fire Training  
Attn: Certification Section  
1131 S Street  
Sacramento, CA 95811

**Completion Timeframe**

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

## Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

## Task Book Requirements

### Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

**All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.**

### Administration

1. 7.2.1 Develop a fire and life safety education budget, given schedules and guidelines concerning its preparation, so that capital operating and personnel costs are determined and justified.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

2. 7.2.2 Formulate alternate systems of program development and delivery, given interagency networks, funding sources, and volunteer recruitment, so that the fire and life safety strategy is sustained in the community through nontraditional approaches.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

3. 10.2.1 Formulate program policies and procedures, given a community needs assessment; program goals; community and agency resources, services, and organizations; so that the program policies and procedures match and support the goals of the program and the needs of the community.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

4. 10.2.2 Develop a program budget, given program policies and procedures, program needs, and revenue sources so that capital, operating, and personnel costs are determined and justified.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 5. 10.2.3 Identify and assign a JFIS I or other qualified personnel trained to conduct the intake/interview, given the program needs, resources available, and program policies and procedures, so that intakes/interviews are conducted according to the program policies and procedures.

Date Completed	Evaluator Verification
----------------	------------------------

- 6. 10.2.4 Supervise the JFIS I assigned to the case, given program policies and procedures, so that a consistent body of information is collected, performance is evaluated, and continuous direction and feedback are given.

Date Completed	Evaluator Verification
----------------	------------------------

- 7. 10.2.5 Maintain records and case files of each juvenile firesetter, given all data collection forms, program policies and procedures, and legal requirements, so that consistent and accurate documentation regarding the process and content is available for each case, legal issues are addressed, progress is tracked, the program is evaluated, and federal and state/provincial reporting requirements are met.

Date Completed	Evaluator Verification
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**Planning and Development**

- 1. 7.3.1 Develop a comprehensive organizational fire and life safety education strategy, given a systematic planning process and relevant information, so that program goals, design, resources, implementation, and evaluation methods are included.

Date Completed	Evaluator Verification
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- 2. 7.3.2 Create a fire and life safety education coalition, given a working knowledge of multijurisdictional organizations and agencies, a list of fire and injury priorities, and policies for interagency partnerships, so that targeted fires and/or injuries are mitigated.

Date Completed	Evaluator Verification
----------------	------------------------

- 3. 7.3.3 Project future fire and life safety needs, given current and emerging trends and issues, so that proactive planning is accomplished within the organizational mission.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

4. 7.3.4 Propose a public policy, given a fire or injury issue and policy development guidelines, so that justification for the policy is provided; the issue is explained; and the policy identifies solutions, including economic incentives, impact, and/or benefit from adopting the policy.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

5. 7.3.5 Develop a marketing plan, given community risk issues and identified fire and life safety education goals, so that an awareness of the importance of fire and life safety is created within the community.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

6. 10.3.1 Develop an interagency network, given a current list of agencies, an interagency agreement, and protocol, so that roles and responsibilities are clarified; the mission, interagency agreements, and intervention are established; and duplication of services is avoided.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

7. 10.3.2 Develop or select approved forms and materials, given existing forms or the option to create your own, so that the forms meet the needs of the program and follow the program policies and procedures.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

8. 10.3.3 Design a training program for JFIS personnel, given the curriculum and approved forms and materials, so that personnel are able to perform intakes/interviews and interventions, including education, referral, follow-up, and evaluation.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

9. 10.3.4 Develop a community awareness program, given a mission statement, program policies and procedures, and incident data, so that the community recognizes juvenile firesetter issues and available intervention resources.

\_\_\_\_\_

\_\_\_\_\_

Date Completed

Evaluator Verification

- 10. 10.3.5 Create a data collection system, given all approved forms and materials, legal requirements, and program policies and procedures, so that consistent and accurate documentation is maintained.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

### Education and Implementation

- 1. 7.4.1 Create educational messages, given an identified community risk(s), so that the messages address the risk(s), are accurate, and are specific to the audience.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 2. 7.4.2 Establish administrative policies for the fire and life safety education program, given organizational mission, federal, state/provincial, and local regulations, so that program policies are clearly stated and support the organizational mission.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 3. 7.4.3 Create a training program for fire and life safety educators, given identified JPRs and training program goals, so that the educators are able to carry out the JPRs and the training program goals are achieved.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 4. 7.4.4 Create an awareness campaign within the organization, given identified fire and life safety education goals and policies, so that all members are informed of their roles within the organization’s fire and life safety education strategy.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 5. 7.4.5 Create a comprehensive fire and life safety education report(s) for policy makers, given relevant information, so that educational strategies, goals, objectives, activities, impact, budgets, and outcomes are clearly described.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 6. 10.4.1 Deliver a training program for JFIS personnel, given the curriculum and approved forms and materials, so that personnel are able to perform intakes/interviews, interventions, referrals, follow-ups, and evaluations.

Date Completed	Evaluator Verification
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- 7. 10.4.2 Maintain a current interagency network, given established interagency agreements, so that responsibilities and program goals are met.

Date Completed	Evaluator Verification
----------------	------------------------

- 8. 10.4.3 Deliver community awareness training to current interagency network members, given the training program, so that continued support is maintained for the juvenile firesetter intervention program and juvenile firesetters are identified and referred to the program.

Date Completed	Evaluator Verification
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**Evaluation**

- 1. 7.5.1 Implement a public health surveillance system, given the community’s fire and injury prevention programs, so that the effectiveness of the programs can be determined.

Date Completed	Evaluator Verification
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- 1. 7.5.2 Evaluate the educational program quantitatively and qualitatively, given the community fire and injury risk(s) and programs, so that benchmarks are recorded, customer satisfaction and educational gain are measured, and behavioral change is tracked.

Date Completed	Evaluator Verification
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- 2. 10.5.1 Evaluate the program, given program goals, feedback, records, and case files, so that program outcomes are determined and met.

Date Completed	Evaluator Verification
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- 3. 10.5.2 Analyze the effectiveness of the program, given the evaluations and the data collected, including information on recidivism, so that any necessary changes to the program can be made.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

- 4. 10.5.3 Prepare a program report, given evaluation results and program goals, so that the community and current interagency network are informed and support is generated for the program.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

For Review Only



