

Community Risk Specialist

Certification Task Book November 2014



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

Community Risk Specialist

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.](#)

This Certification Task Book includes the certification training standards included in Community Risk Specialist (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

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.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
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. 6.2.1 Prepare a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs.

Date Completed

Evaluator Verification

2. 6.2.2 Project program budget income/expenditures, given program needs, past expenditures, current materials, personnel cost, and guidelines, so that projections are within accepted guidelines and program needs are addressed in the projected income/expenditures.

Date Completed

Evaluator Verification

3. 6.2.3 Develop a public policy recommendation for management, given a fire or injury issue and policy development guidelines, so that justification for the policy is provided, the issue is explained, the policy identifies solutions, and the impact or benefit from adopting the policy is stated.

Date Completed

Evaluator Verification

4. 6.2.4 Evaluate subordinate performance, given written performance criteria, organizational policies on performance evaluations, and evaluation forms, so that the employee is evaluated objectively, feedback is provided to the employee, and the evaluation is completed according to organizational policy and procedures.

- | | | |
|----|--|------------------------|
| | Date Completed | Evaluator Verification |
| 5. | 9.2.1 Assemble forms and materials, given approved forms, program policies, and procedures, so that the intake process is conducted according to those program policies and procedures. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |
| 6. | 9.2.2 Assemble interview tools and material resources, given tools and materials as determined by program policies and procedures, so that an interview with a juvenile and his or her family can be conducted. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |
| 7. | 9.2.3 Utilize personal work schedule, given contact name and requested time, so that all interviews are conducted on time and in a location agreeable to all parties. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |
| 8. | 9.2.4 Report case information to supervisor, given a case file that includes approved forms, the intake/interview information, and selected intervention(s), so that the supervisor can ensure that the intervention process meets all required program policies and procedures. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |
| 9. | 9.2.5 Record and secure data, given case information, approved forms and/or database, and program policies and procedures, so that statistical analysis can be completed. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |

Planning and Development

- | | | |
|----|--|------------------------|
| 1. | 6.3.1 Establish fire and life safety education priorities within a program, given relevant local loss and injury data, so that local fire and life safety education activities address identified risk priorities. | |
| | _____ | _____ |
| | Date Completed | Evaluator Verification |

2. 6.3.2 Facilitate a fire and life safety collaborative partnership, given information about the organizations in the partnership, the goals of the partnership, and organizational guidelines, so that fire and life safety education objectives for the partnership are achieved.

 Date Completed

 Evaluator Verification

3. 6.3.3 Prepare a request for resources from an external organization, given department/agency policies on requesting resources and a description of the resources needed, so that the request identifies needed resources and conforms to department/agency policies and the requirements of the resource provider.

 Date Completed

 Evaluator Verification

Education and Implementation

1. 6.4.1 Develop informational material, given an identified fire or life safety objective and characteristics of the target audience, so that information provided is accurate, relevant to the objective, and specific to the characteristics and needs of the target audience.

 Date Completed

 Evaluator Verification

2. 6.4.2 Develop a lesson plan, given learning objectives and a specified audience(s), so that the objectives are met and the needs of the target audience are addressed.

 Date Completed

 Evaluator Verification

3. 6.4.3 Develop educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan and are specific to the audience.

 Date Completed

 Evaluator Verification

4. 6.4.4 Design a fire and life safety education program, given a comprehensive educational strategy, a target audience, and its characteristics, so that the goals of the given strategy are addressed.

 Date Completed

 Evaluator Verification

5. 6.4.5 Revise an educational program, given results of an evaluation process and program objectives, so that the program is modified and objectives are achieved.

 Date Completed

 Evaluator Verification

6. 9.4.1 Review a case file, given intake information, so that before speaking with the juvenile and his or her family, the JFIS becomes familiar with the circumstances of the firesetting incident(s).

 Date Completed

 Evaluator Verification

7. 9.4.2 Initiate contact with the family, given the case file, so that the JFIS contacts the family; explains the program and its benefits; schedules a time, date, and place for the intake/ interview; and advises the family of possible intervention options.

 Date Completed

 Evaluator Verification

8. 9.4.3 Conduct an intake/interview, given approved forms and guidelines, so that the JFIS can establish the purpose and limits of the intake/interview, establish rapport, gather relevant information, identify and intervene in any immediate life-threatening situations, report any suspected abuse or neglect, record and report observations, and summarize findings.

 Date Completed

 Evaluator Verification

9. 9.4.4 Determine intervention(s) and referral options with regard to educational, mental health, and/or possible legal consequences, given the case file, completed intake/interview forms, and knowledge of fire safety, so that specific educational material can be selected, mental health options explored, and legal consequences explained.

 Date Completed

 Evaluator Verification

10. 9.4.5 Implement educational, mental health, and legal interventions, given the case file, educational materials, and referral resources, so that the firesetter and his or her family complete the intervention(s).

 Date Completed

 Evaluator Verification

11. 9.4.6 Implement referral process, given current interagency network list and program policies and procedures, so that the juvenile firesetter and his or her family can expediently gain access to needed services and priority needs are met in a timely fashion.

 Date Completed

 Evaluator Verification

Evaluation

1. 6.5.1 Develop an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that program outcomes are measured.

 Date Completed

 Evaluator Verification

2. 6.5.2 Design an evaluation instrument, given educational program goals and objectives and an evaluation strategy, so that the evaluation instrument measures the program outcome.

 Date Completed

 Evaluator Verification

3. 6.5.3 Implement an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that educational program outcomes are measured.

 Date Completed

 Evaluator Verification

4. 9.5.1 Collect and record feedback from the juvenile firesetter and his or her family at designated intervals, given completed intervention(s), referrals, approved forms, and materials, so that the firesetter and the family have the opportunity to provide feedback.

 Date Completed

 Evaluator Verification

5. 9.5.2 Measure changes in juvenile firesetter and family behavior, given completed feedback forms, so that program results are documented.

 Date Completed

 Evaluator Verification

6. 8.2.1 Conduct media interviews, given incident information, PIO worksheets, and organizational policies, so that all information compiled on worksheets is disseminated accurately and in a timely manner to the media.

 Date Completed

 Evaluator Verification

7. 8.2.4 Prepare a news release, given incident or event information and organizational policies, so that the news release is pertinent, timely, concise, and accurate.

 Date Completed

 Evaluator Verification

8. 8.2.2 Establish a media area, given incident or event information, organizational policies, and types of media present, so that the area provides for the safety of all media and facilitates effective communication.

 Date Completed

 Evaluator Verification

9. 8.2.6 Disseminate information to the media, given news release or media advisory, characteristics of local media, including deadlines, organizational policies, and methods available to reach the media, so that the information is timely and accurate.

 Date Completed

 Evaluator Verification

10. 8.2.3 Coordinate dissemination of information to specific community groups, given organizational policies and methods for contacting other groups and organizations, so that the information is communicated to the groups accurately and in a timely manner.

 Date Completed

 Evaluator Verification

11. 8.2.5 Prepare a media advisory, given incident or event information and organizational policy, so that the media advisory is pertinent, timely, concise, and accurate.

 Date Completed

 Evaluator Verification

12. 8.2.7 Disseminate information to an internal target audience, given incident or event information, organizational policies, methods, and time frame for releasing information, so that the information is timely and accurate.

 Date Completed

 Evaluator Verification

13. 8.2.8 Coordinate a news conference for the media, given incident, event, or issue information; media characteristics; methods available for reaching media; and organizational policies on news conferences, so that a site is obtained, desired media

are notified, a news conference agenda is established, a media information package is created, and participants in the news conference are notified.

Date Completed

Evaluator Verification

For Review Only

