



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

FIRE OFFICER III PORTFOLIO WORKBOOK

Please type or print legibly.

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|---------------|--|--------------|--|--------------------------|--|---------------|--|
| | | | | | | | |
| NAME: LAST | | FIRST | | MI | | DATE OF BIRTH | |
| | | | | | | | |
| HOME ADDRESS | | CITY | | STATE | | ZIP CODE | |
| | | | | | | | |
| EMAIL ADDRESS | | PHONE NUMBER | | FCDICE STUDENT ID NUMBER | | | |
| | | | | | | | |

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

Signature of Applicant

Date

PURPOSE OF THIS PORTFOLIO WORKBOOK: The Fire Officer III Portfolio Workbook is an instrument to enable a candidate to document that their professional development experiences meet the objectives required by the NFPA 1021 Fire Officer III standard and the Fire Officer III curriculum.

**FIRE OFFICER III
Record of Professional Development**

Designation(s):

| | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Executive Fire Officer Designation – National Fire Academy | Date of Issue: |
| <input type="checkbox"/> | Chief Fire Officer Designation: Center for Public Safety Excellence | Date of Issue / Renewal: |

College or University:

| Name of School & Location | Dates of Attendance (MM/YYYY) | | Credit HRS Earned | | Major / Minor | Type of Degree Earned |
|---------------------------|-------------------------------|----|-------------------|-----|---------------|-----------------------|
| | From | To | QTRS | SEM | | |
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Record of Academic/Professional Development Accomplishments & Alignment with Job Performance Requirements (JPR's): The Fire Officer III candidate shall itemize that experiential outcomes meet the JPR's required by the NFPA 1021 Fire Officer III standard and the Fire Officer III curriculum on the following pages:

FIRE OFFICER III PORTFOLIO WORKBOOK

| Record of Alignment with Job Performance Requirements (JPR's) | |
|--|--|
| JPR: | GENERAL REQUIREMENTS & PREREQUISITE KNOWLEDGE & SKILLS: Current national and international trends and developments related to fire service organization, management, and administrative principles; public and private organizations that support the fire and emergency services and the functions of each. The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, to motivate members. |
| 6.1.1 6.1.2 | |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
| Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i> | |
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| Record of Alignment with Job Performance Requirements (JPR's) | |
|--|---|
| JPR: | HUMAN RESOURCE MANAGEMENT: This duty involves establishing procedures for hiring, assigning, promoting, and encouraging professional development of members, according to the following job performance requirements: JPR's: 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7. |
| 6.2 | |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
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| Record of Alignment with Job Performance Requirements (JPR's) | |
|--|---|
| JPR: | COMMUNITY AND GOVERNMENT RELATIONS: This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements: |
| 6.3 | JPR's: 6.3.1, |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
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|--|---|
| JPR: | ADMINISTRATION: This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements: JPR's: 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.5, 6.4.6. |
| 6.4 | |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
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|--|---|
| JPR: | INSPECTION AND INVESTIGATION: This duty involves evaluating inspection programs of the local authority having jurisdiction, to determine effectiveness and developing public safety plans, according to the following job performance requirements: JPR's: 6.5.1, 6.5.2. |
| 6.5 | |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
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|--|---|
| JPR: | EMERGENCY SERVICE DELIVERY: This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements: |
| 6.6 | JPR's: 6.6.1, 6.6.2, 6.6.3, |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
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|--|---|
| JPR: | HEALTH AND SAFETY: This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements: |
| 6.7 | JPR's: 6.7.1. |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
| | <input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number): |
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|--|---|
| JPR: | EMERGENCY MANAGEMENT: This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan; roles of local, state, and national emergency management agencies. |
| 6.8 | JPR's: 6.8.1. |
| Met by: | <input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title): |
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