



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO4-8

Certification title

Fire Officer 4
ADMINISTRATION
LONG RANGE PLANNING

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021,
2020 Edition
7.4.1

Task

Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

Conditions and Outcome

Given policies and procedures; physical and geographic characteristics; demographics; community plans; staffing requirements; response time benchmarks; contractual agreements; local, State/Provincial, and Federal regulations, the student shall demonstrate a familiarity with public relations and the ability to communicate.

The candidate will complete this task with a minimum of 8 items answered correctly

Number

Task Steps

First Test

Retest #1

Retest #2

Pass

Fail

Pass

Fail

Pass

Fail

1 Develop an executive summary/statement.

2 Review and analyze the data.

3 Complete a needs assessment.

4 Select and define goals and objectives.

5 Develop requirements for meeting departmental goals and objectives.

6 Summarize alternatives.

7 Develop a timeline and implement the plan.

8 Identify budgetary requirements.

9 Provide a plan for periodic program review.

10 Present findings.

Final Test Result for Entire Task

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature

Date

Evaluator signature

Date

Evaluator signature

Date

Candidate signature & acknowledgement,
Test #1

Candidate signature & acknowledgement,
Retest #1

Candidate signature & acknowledgement,
Retest #2

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

Candidate signature

Date

Candidate signature

Date

Candidate signature

Date