

 Office of Training and Certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill Sheet #  <b>FO4-8</b>	Certification title  <b>Fire Officer 4</b> <b>ADMINISTRATION</b> <b>LONG RANGE PLANNING</b>

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
<b>Standard:</b> <b>NFPA 1021,</b> <b>2020 Edition</b> <b>7.4.1</b>	<b>Task</b> Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.
	<b>Conditions and Outcome</b> 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.
	<b>The candidate will complete this task with a minimum of 8 items answered correctly</b>

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.						
<b>Final Test Result for Entire Task</b>							

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