New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill Sheet #

FO4-7

Certification title

Fire Officer 4
COMMUNITY AND GOVERNMENT RELATIONS
MEDIA RELATIONS

Applicant Information		
Candidate name	**DFS ID #**	**Course #**

Evaluation

Standard: NFPA 1021, 2020 Edition 7.3.2	**Task** Develop and administer a media relations program, given AHJ policies and procedures, so that the dissemination of the information is accurate and accessible.
	Conditions and Outcome Given AHJ policies and procedures for information dissemination; applicable laws, rules, and regulations governing information release; fundamentals of media relations; and social media platforms, the student shall demonstrate the techniques of public relations, the ability to communicate, and crisis management. **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify his or her required role in community leadership and information dissemination.						
2	Identify appropriate data sources.						
3	Develop techniques for information dissemination.						
4	Identify departmental activities for participation in media relations and social media.						
5	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**