

State of Oregon
Department of Public Safety Standards and Training

**Juvenile Firesetter
Intervention Specialist I & II
Task Book**

April 2002

Juvenile Firesetter Intervention Specialist I Task Book Assigned To:	
Name	DPSST Fire Service #
Agency Name	Date Initiated
Signature of Agency Head or Training Officer	Date Completed

Juvenile Firesetter Intervention Specialist II Task Book Assigned To:	
Name	DPSST Fire Service #
Agency Name	Date Initiated
Signature of Agency Head or Training Officer	Date Completed

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Additional copies of this document may be downloaded from the DPSST web site:

<http://www.oregon.gov/DPSST>

(Revised May 2003)

Task Book Qualification Record Books (Task Book) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPRs) for the specific certification level in a format that allows a candidate to be trained and evaluated. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator will result in the candidate's eligibility for DPSST certification.

To become certified at a specific level, the applicant must successfully complete the job performance requirements. Before a job performance evaluation can be taken, all requisite knowledge and skills must be satisfied. In addition, all relative task book evaluations must be checked off by the evaluator. When all prescribed requirements have been met, an Application for Certification will be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her agency.

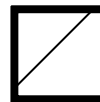
Note to agencies: These JPRs serve as general guidelines. At all times, standard operating procedures of the agency in which the evaluation is being conducted will govern. Agencies should have available for evaluators a copy of the agency's standard operational guidelines.

The JPRs covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of—or reference to—NFPA standards. For more information on the complete job performance requirements and data, see the individual DPSST Test Book for that certification level.

HOW TO EVALUATE PERFORMANCE:

Each JPR has three corresponding boxes to the right in which to confirm a candidate's success in a sequence. The evaluator shall indicate successful passing by the candidate of each JPR by initialing and dating (see example). There is no time restriction or constriction between the three evaluations, as long as they are consecutive. The Fire Chief or designee at the fire agency can sign off the task book for a candidate for Juvenile Firesetter Intervention Specialist I, but a task review panel will be assembled by DPSST to evaluate and sign off the task book for a candidate for Juvenile Firesetter Intervention Specialist II. Contact DPSST for initiation of that process.

- 3.1 Perform the routine tests, inspections, and servicing functions specified in the following list, given a fire agency aerial apparatus, so that the operational readiness of the apparatus is verified.



TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

JUVENILE FIRESETTER INTERVENTION SPECIALIST I

Prior to becoming certified in this position, the candidate shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall initial and date the appropriate box to indicate successful completion of that requirement. For each JPR there are requisite knowledge and skill requirements. The evaluator shall initial and date in the box provided to indicate the meeting of those requirements before the individual may proceed.

6-1 General Requirements

Requisite Knowledge: Fire behavior and fire investigation practices, Oregon data collection systems, child development, Oregon juvenile justice laws, program policies and procedures, forms and processes associated with Oregon's intervention program.

Requisite Skills: Communicate verbally, communicate in writing, apply interpersonal communication skills, apply interviewing techniques, gather desired information, recognize areas of risk, identify and report abuse and neglect, operate within the parameters of the local jurisdiction regarding abuse and neglect.

6-2 Administration

6-2.1 Prepare written documentation, using state-approved forms including the Oregon Screening Tool, Form 10, and Form 10J, so that all elements of the forms are addressed.

Requisite Knowledge: State-approved forms.

Requisite Skills: Compile and organize data.

6-2.2 Manage 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.

Requisite Knowledge: Program guidelines.

Requisite Skills: Maintain records.

6-2.3 Provide feedback to supervisor, given a case file, including forms, the interview information, and selected intervention, so that the supervisor can ensure that the screening process meets all applicable policies and procedures.

Requisite Knowledge: Interview processes, program forms, types of intervention.

Requisite Skills: Relate to others.

6-2.4 Apply Oregon educational and referral resources, given interagency network list, education program outline, and program guidelines, so that all educational and referral resources are identified and the family can assess resources that meets its needs.

Requisite Knowledge: Oregon educational resources, interagency members, service program guidelines.

Requisite Skills: Identify and select resources.

6-4. Interviewing/Intervention

6-4.1 Review a case file, given a referral, incident report, interview forms, and all related information, so that, before speaking with the child and family, the juvenile firesetter specialist becomes familiar with the incident and circumstances of the firesetting.

- Requisite Knowledge:** Program guidelines.
- Requisite Skills:** Review records for completeness.
- 6-4.2** Initiate contact with the family, given the case file, so that the juvenile firesetter intervention specialist contacts the family; explains the program and its benefits; schedules a time, date, and place for the interview; and advises the family of possible intervention options.
- Requisite Knowledge:** Scope of services provided by given agency.
- Requisite Skills:** Manage personal work time.
- 6-4.3** Conduct an interview, given an Oregon Screening Tool and program guidelines or fire agency SOGs, so that the juvenile firesetter intervention specialist can establish the purpose and limits of the interview, establish rapport, gather relevant information, identify and intervene in any immediate life-threatening situations, report any suspected abuse and neglect, record and report observations, and summarize findings.
- 6-4.4** Determine educational needs, given the case file, completed interview forms, and preknowledge of fire safety, so that specific educational materials can be selected.
- Requisite Knowledge:** Fire safety education, fire behavior, interview forms, program guidelines.
- Requisite Skills:** Analyze information, select educational materials and resources.
- 6-4.5** Implement Oregon educational intervention, given materials and resources, so that intervention activities are completed by the firesetter and family.

Requisite Knowledge: Fire safety education, fire behavior, adult and child educational methodologies.

Requisite Skills: Conduct educational intervention presentation.

6-4.6 Determine referral needs based on the score of the Oregon Screening Tool, so that specific referral needs are addressed.

Requisite Knowledge: Interagency network, referral process.

Requisite Skills: Analyze information.

6-4.7 Implement referral process, given Oregon interagency network list and program guidelines, so that the firesetter and family gain access to needed services.

Requisite Knowledge: Interagency network, referral process.

Requisite Skills: Contact other agencies.

TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

JUVENILE FIRESETTER INTERVENTION SPECIALIST II

Prior to becoming certified in this position, the candidate shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall initial and date the appropriate box to indicate successful completion of that requirement. For each JPR there are requisite knowledge and skill requirements. The evaluator shall initial and date in the box provided to indicate the meeting of those requirements before the individual may proceed. Asterisks (*) indicate that additional information is available in the Appendix of the Evaluation Guide.

7-1 General Requirements

Requisite Knowledge: Oregon juvenile justice procedures including fire offenses, standard operating procedures, organizational skills.

Requisite Skills: Communicate verbally, communicate in writing, coordinate community services.

7-2 Administration

7-2.1 Given a referral, assign a juvenile firesetter intervention specialist for a juvenile firesetter from a list of available screeners so that relevant information about the firesetter, the family, the full incident, and background factors is gathered.

Requisite Knowledge: Multicultural, multilingual, and interpersonal issues.

Requisite Skills: Determine the appropriate family or juvenile firesetter intervention specialist match.

7-2.2 Supervise the Juvenile Firesetter Intervention Specialist I assigned to conduct a screening process, given program guidelines and screening procedures, so that a consistent body of information is collected, program guidelines are followed, the Juvenile Firesetter Intervention Specialist I's performance is evaluated and the Juvenile Firesetter Intervention

Specialist I is given direction and feedback on a continuing basis.

Requisite Knowledge: Performance evaluation techniques, time management.

Requisite Skills: Perform employee assessment, resolve conflict.

7-2.3 Review the intervention for a firesetter's family, given a case file, interview forms, a list of treatment providers, and a list of established educational curricula, so that the firesetting problem is addressed.

Requisite Knowledge: Fire behavior, child development, intervention options, profile of the firesetter and family, laws pertaining to the juvenile justice system, interview techniques.

Requisite Skills: Analyze and apply information, verify intervention.

7-2.4 Review a referral for a juvenile firesetter, given program guidelines, forms, and a list of agencies dealing with juvenile firesetter issues, so that governing laws, policies, and procedures are met, confidentiality of the child and family is maintained, intervention is selected, and documentation is completed and maintained according to program guidelines.

Requisite Knowledge: Governing laws, policies, and requirements pertaining to juveniles; intervention options; interagency services.

Requisite Skills: Apply laws, policies, and procedures to the case; determine agency capabilities.

7-2.5 Maintain records and case files of each juvenile firesetter, given all data collection forms, program guidelines, and legal requirements, so that consistent and accurate documentation on process and content is available for each case, legal issues are addressed, progress can be tracked, the program

is evaluated, and state reporting requirements are met.

Requisite Knowledge: Governing regulations pertaining to juveniles, liability issues, file management systems, required reporting forms.

Requisite Skills: Manage cases, write reports.

7-3 Planning and Development

7-3.1 Coordinate training of juvenile firesetting program personnel, given a training curriculum, so that program personnel are able to perform intervention tasks and resources can be utilized.

Requisite Knowledge: Educational methodologies, internal and external training resources.

Requisite Skills: Schedule activities, manage budget.

7-3.2 Evaluate the juvenile firesetter training program, given an evaluation instrument and program guidelines, so that the effectiveness of sites, presenters, and training resources can be determined.

Requisite Knowledge: Data analysis methods and resources; evaluation techniques.

Requisite Skills: Apply evaluation techniques.

7-3.3 Conduct a community needs assessment, given a directory of service providers and information on local trends, so that the community fire problem is documented and trends that can impact program development are identified.

Requisite Knowledge: Data collection, interpretation and processing techniques, community demographics.

- Requisite Skills:** Collect data, analyze data, write reports, perform assessment process.
- 7-3.4** Establish and maintain an interagency network, given a list of agencies, a sample interagency agreement, and protocol, so that roles and responsibilities are clarified, so that a mission, participation agreements, and a continuum of intervention services are established and maintained for the community, and so that duplication of services is avoided.
- Requisite Knowledge:** Community resources, capability of service providers.
- Requisite Skills:** Facilitate meetings, resolve conflict, build team, relate to others, manage network. Implement evaluation methods.
- 7-3.5** Develop and deliver an awareness program, given a mission statement, policies and procedures, incident data, and program information, so that individuals in the community recognize juvenile firesetter issues and available intervention resources.
- Requisite Knowledge:** Media resources, intervention and marketing strategies, methods of media dissemination, community demographics.
- Requisite Skills:** Develop programs.
- 7-3.6** Evaluate the awareness program, given evaluation forms and target audience, so that program impact is measured and program adjustments can be made.
- Requisite Knowledge:** Evaluation techniques, statistical analysis, educational methodology.
- Requisite Skills:** Assess evaluation process.