

CIVIL SERVICE

**ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF**

SENIOR FIRE PREVENTION OFFICER (44014)



CITY OF DALLAS

THINGS TO KNOW & REMEMBER

TEST DATE/LOCATION/TIME

The details for the **Senior Fire Prevention Officer (44014)** written examination are presented below. All applicants must show a government issued photo I.D. If you do not present a government issued photo I.D. at check-in before entering the room, you will **NOT** be permitted to take the test.

April 30, 2018

Civil Service Department

Exam Room

1500 Marilla St, Room 1C-South

Dallas, TX 75201

Check-in begins at 8:30 a.m.

The doors to the exam room will close promptly at 9:00 a.m. Administration of the examination will begin as soon as the exam room doors are closed. Once the exam room doors are closed, **NO ONE** will be allowed to enter the exam room. This rule applies even if you have already checked in for the exam and then left the exam room to go to the restroom or to place items in your car. Late arrivals will **NOT** be admitted.

PROHIBITED ITEMS

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, smartwatches or Bluetooth enabled devices, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the examination. All required testing materials will be provided. Civil Service is not responsible for personal belongings including writing utensils. **If you bring a cell phone or other communication device, you will be asked to return it to your car, and you will still be subject to the check-in time deadline. For example, if you check in and realize that you forgot to leave your cell phone or other prohibited item in your car, you MUST exit the exam room and place your belongings in your car, and return to the exam room before the exam room doors are closed. It is not sufficient to turn the device off.** You must comply with this procedure in order to be admitted. Civil Service will not be responsible for any personal items left outside of the testing site. **Possession of any communication device or other prohibited item after you have checked in to the test site, and after the exam room doors are closed, will result in your disqualification and removal from the examination. NO EXCEPTIONS.**

NOTE

This is **just** a summary. Detailed information you need is included in the rest of this document.

**THE CIVIL SERVICE BOARD
ANNOUNCES A PROMOTIONAL EXAMINATION
TO BE GIVEN ON MONDAY, APRIL 30, 2018 AT 9:00 A.M.
(CHECK-IN BEGINS AT 8:30 A.M.)
AT THE CIVIL SERVICE DEPARTMENT, EXAM ROOM
1500 MARILLA ST, ROOM 1C-SOUTH
FOR THE POSITION OF
SENIOR FIRE PREVENTION OFFICER (44014)**

All persons wishing to take this examination must submit a promotional application via the NEOGOV system. Go to the City of Dallas Internal Positions Employment Opportunities webpage at:

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

This will allow you to view the posting and related documents. Registration is from Tuesday, January 30, 2018 to Friday, March 2, 2018. You must register no later than 11:59 p.m. on Friday, March 2, 2018 or you will not be allowed to take the examination.

Promotion to the rank of **Senior Fire Prevention Officer** is restricted to (1) Fire Prevention Officers who have completed two years of service after completing probation as a Fire Prevention Officer in the department; (2) Emergency Operations personnel who have laterally transferred to the Fire Prevention, Education, and Inspection Division, successfully completed training, obtained certification as a Fire Prevention Officer, and served as a Fire Prevention Officer in the Fire Prevention, Education, and Inspection Division for two years; or (3) department members who have transferred from Emergency Operations to Fire Prevention as of January 9, 2008 and have been certified by the State of Texas as Fire Inspectors. Those candidates who will meet this eligibility criterion prior to six months following administration of the examination may compete on the examination, but will not be eligible for promotion until they have successfully completed the service required for promotion. Therefore, those who will meet the eligibility requirement on or before **October 29, 2018**, may compete on this examination.

NEOGOV PROCESS INFORMATION

To ensure success in the NEOGOV process you must follow the steps in the “How to Sign-up for Uniform Promotional Positions” document provided on the “Internal Positions” webpage (see link below). Failure to use that document and follow all steps may result in your application for this promotional position not being submitted properly. **Those who fail to properly submit an application before the deadline will not be allowed to take this examination.**

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

When you have signed up successfully for the test on the NEOGOV system, you will receive an automated email confirmation from NEOGOV (to the email address you designate on your

application). In addition, you will receive a second email notification from the Civil Service Department within 7 days of your submission reconfirming that you have successfully signed up for the promotional examination. If you do not receive the second email, please contact Civil Service between the hours of 8:15 a.m. and 5:15 p.m., Monday through Friday at 214-670-5915. (Note: This notification is **not** a confirmation that you qualify to take the exam. A separate notice will be sent to you regarding your eligibility for the exam. Applicants are responsible for ensuring that applications are complete with an accessible email address and applications are received prior to the registration deadline.

PLEASE BE PROACTIVE IN SIGNING UP FOR THE TEST AND CHECKING THE STATUS OF YOUR APPLICATION. DO NOT WAIT UNTIL THE SIGN-UP DEADLINE OR AFTER!!!

WRITTEN EXAMINATION

The multiple-choice knowledge examination will cover relevant knowledge areas from the source list attached.

Candidates must pass the written examination to be eligible for promotion. The passing point for the written examination will be set as described in the WRITTEN EXAMINATION PROCEDURES below.

The multiple-choice examination will contribute **100%** of a candidate's overall promotional score.

The multiple-choice examination will be graded, posted, and subject to review and challenge as described in the WRITTEN EXAMINATION PROCEDURES below.

You will receive an email containing information about the online written examination orientation video. The email will include instructions on how to watch the video online. A video of the written exam orientation will be available online from **Monday, March 5, 2018 to Thursday, April 5, 2018**. Viewing the orientation video is **voluntary**. If you have any questions or concerns regarding the content of the written examination orientation video, you may email the address given at the end of the video (CivilServiceTest@dallascityhall.com).

Any candidate who requires an accommodation in accordance with the Americans with Disabilities Act must make this request for accommodation in writing to the Civil Service Department by **Friday, March 30, 2018**. The request must be supported by recent medical documentation that states the medical condition at issue, the major life activity or activities affected by the condition, and the specific accommodation(s) requested. If the request is not received by **Friday, March 30, 2018**, it may not be considered.

WRITTEN EXAMINATION PROCEDURES:

1. Check-in begins at 8:30 a.m.
2. All applicants must show a government issued photo I.D. If you do not present a government issued photo I.D. at check-in before entering the room, you will **NOT** be permitted to take the test.
3. Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, smartwatches or Bluetooth enabled devices, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the examination. All required testing materials will be provided. Civil Service will not be responsible for personal belongings including writing utensils. **If you bring a cell phone or other communication device, you will be asked to return it to your car, and you will still be subject to the check-in time deadline. For example, if you check in and realize that you forgot to leave your cell phone or other prohibited item in your car, you MUST exit the exam room and place your belongings in your car, and return to the exam room *before* the exam room doors are closed. It is not sufficient to turn the device off. You must comply with this requirement in order to be admitted. Civil Service will not be responsible for any personal items left outside of the testing site. Possession of any communication device or other prohibited item after you have checked in to the test site, and after the exam room doors are closed, will result in your disqualification and removal from the examination. NO EXCEPTIONS.**
4. Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room. Late arrivals will not be admitted.
5. Two and one-half (2 ½) hours are allowed for this exam.
6. The passing score will be determined in accordance with the policy established by the Civil Service Board:

To establish a passing point which is impartial and fair to all test takers, which reflects the overall difficulty of the examination, and which will not give unfair advantage or disadvantage to any person, a panel of Dallas Fire personnel at or above the rank of Fire Prevention Section Chief will rate test questions while the exam is in progress. The identity of the panel members will be kept confidential prior to the examination. The ratings collected from this panel will be used to establish the minimum passing point.
7. For uniformed promotional examinations consisting of multiple-choice questions, the examination review will be conducted in accordance with the policy established by the Civil Service Board.

Barring any technical difficulties, answer sheets will be graded as they are completed or as soon as possible at the exam site in the presence of candidates who wish to remain during the grading.

The scores and official pass point will be posted on the Civil Service Bulletin Board at 1500 Marilla Street, Room 1C-South by 5:00 p.m. on Thursday, May 3, 2018. Individual scores will be identified by booklet numbers on publicly posted lists. Due to the fact that review procedures may necessitate scoring changes, the results must be considered tentative, **NOT final**.

Each candidate will have the opportunity to inspect a keyed copy of the examination booklet and submit challenges on Friday, May 4, 2018, Monday, May 7, 2018, Tuesday, May 8, 2018, and Wednesday, May 9, 2018. Challenges to examination questions must be addressed to the Secretary to the Civil Service Board and submitted in writing at 1500 Marilla Street, Room 1C South, before the end of the review period (see attached calendar). Following submission of challenges or waiver of right to challenge, each candidate may have one inspection of his/her own scored answer sheet and an official test booklet.

On Thursday, May 10, 2018 and Friday, May 11, 2018 all challenged questions will be available for review in the Civil Service Office at 1500 Marilla Street, Room 1C-South. During this time, candidates may submit additional comments regarding the challenged questions. All comments during this period must be addressed to the Secretary to the Civil Service Board and submitted in writing at 1500 Marilla Street, Room 1C South.

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, smartwatches or Bluetooth enabled devices, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the Civil Service examination review room. All necessary materials needed for this process will be provided by Civil Service. No written materials may be removed from the Civil Service examination review room.

An appointed three-member Challenge Review Panel will meet in private on **Monday, May 14, 2018**. This panel will receive unaltered, all written submissions (with the challengers' names removed). After reviewing the challenges and additional comments, if any, the panel will make a ruling on each question. The panel can: 1) key two or more choices as correct, 2) designate as incorrect the answer originally keyed correct, 3) designate as correct an answer originally keyed incorrect, 4) omit from scoring any question deemed faulty, and/or 5) retain the question as is. A faulty question is any question that at least two members of the panel declare defective. **When one or more questions are re-keyed or deleted from scoring by the panel, all scores will be adjusted appropriately. Corrected results will be posted on Tuesday, May 15, 2018 at the Civil Service Office, 1500 Marilla Street, Room 1C-South by 5:00 p.m.**

The panel may request expert opinion from outside sources. The panel will not hear verbal appeals from candidates or receive verbal input from the Civil Service Department. The decision of the panel will be final. Appeals to the Civil Service Board may only be made to suggest revisions to this policy for future use.

Any candidate has the right to appear before the Civil Service Board if he/she has concerns about the written examination appeal process.

Selection of Panel Members: Thirty (30) days prior to the examination, the Police Chief, Fire Chief, and City Attorney will each designate three (3) representatives from their respective departments as potential members. In the case of the Police and Fire departments, the panel members must be at or above the rank (or its equivalent parallel rank) of Deputy Chief. At the conclusion of the nomination period, one panel member from each department will be chosen.

8. No information other than what is contained in this notice will be given to any person.

POSTED: TUESDAY, JANUARY 30, 2018
LAST DAY TO REGISTER FOR THE EXAMINATION: FRIDAY, MARCH 2, 2018 BY 11:59 P.M.

CITY OF DALLAS
CIVIL SERVICE BOARD
SENIOR FIRE PREVENTION OFFICER
PROMOTIONAL EXAMINATION

Blanket Omissions: All Acknowledgements, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions.

Manual of Procedures:

1. Dallas Fire-Rescue Department Manual of Procedures, Volume 100-Organization
No Omissions.
2. Dallas Fire-Rescue Department Manual of Procedures, Volume 200-Administration
All sections except:

Omit the following:

| | | |
|----------------|----------------|--------------------------------|
| Section 201.00 | Entire section | Awards and Recognition |
| Section 202.00 | Entire section | Computer Equipment Procurement |
| Section 204.00 | Entire section | Explorer Program |
| Section 206.00 | Entire section | Funeral Procedures |
| Section 209.00 | Entire section | Records Management |

3. Dallas Fire Department Manual of Procedures (MOPs) 300- Department Operations
All sections except:

Omit the following:

| | | |
|-----------------|------------------|---|
| Section 304.00. | Section 304.08 | Critical Incident Stress Management (CISM) |
| Section 306.00. | Entire Section. | Facility Inspections (other than fire stations) |
| Section 310.00. | Entire Section. | Logo Program |
| Section 315.00. | Section is empty | (RESERVED) Promotional Process |
| Section 317.00. | Section is empty | (RESERVED) Safety Plan |
| Section 320.00. | Entire Section. | US Flags |
| Section 324.00. | Entire Section. | Adopt-A-Station Program |

4. Dallas Fire Department Manual of Procedures (MOPs) 500- Internal Investigations and Discipline
No Omissions.

5. Dallas Fire Department Manual of Procedures (MOPs) 700- Code of Conduct
All sections except:

Omit the following:

Section 701.00. Entire section. Oath of Office
Section 711.17. Entire section. Award Bars

Standard Operating Procedures:

1. Dallas Fire Rescue Inspection and Life Safety Education Division 900.00 (Effective 7-5-2013, Revised 5-9-2014).
No Omissions.

Technical Publications:

1. Dallas Fire Code (2015 International Fire Code with Dallas amendments.)
All sections except:

Omit the following:

Chapter 8: Interior Finish, Decorative Materials and Furnishings
Chapter 21: Dry Cleaning
Chapter 22: Combustible Dust-producing Operations
Chapter 25: Fruit and Crop Ripening
Chapter 26: Fumigation and Insecticidal Fogging
Chapter 27: Semiconductor Fabrication Facilities
Chapter 29: Manufacture of Organic Coatings
Chapter 30: Industrial Ovens
Chapter 36: Marinas
Chapter 37: Combustible Fibers
Chapter 51: Aerosols
Chapter 62: Organic Peroxides
Chapter 63: Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids
Chapter 65: Pyroxylin (Cellulose Nitrate) Plastics

2. Kirk's Fire Investigation (2017). David J. Icove Ph.D. PE, Gerald A. Haynes, Brady Fire, Eighth Edition. ISBN: 978-0134237923
No Omissions.

City of Dallas Publications:

1. City of Dallas Personnel Rules (2016)
All sections except:

Omit the following:

Article I. General Provision
Article II. Compensation
Article IV. Benefits
Article VII. Wage Supplementation

2. Administrative Directives (AD) 3-63 Workplace Violence
No Omissions.

NOTE: To ensure that candidates may adequately prepare for this examination, revisions/amendments/changes to the above mentioned sources that occur on or after January 30, 2018 will NOT be included in the examination.

| Written Exam Candidate Calendar | | |
|--|--|--|
| Date | Event | Comments |
| 1/30/18 | Registration Opens | No revisions to source list on or after this date |
| 3/2/18 | Registration Closes | |
| 3/5/18 | Video available | Video orientation for exam opens |
| 3/30/18 | Last day for accommodation request | Requests for accommodations must be made in writing to CVS Dept. |
| 4/5/18 | Video final day | Video orientation for exam closes |
| 4/30/18 | Test | Check-in at 830 a.m., location: Civil Service Department, 1500 Marilla St, Room 1C-South |
| 5/3/18 | Tentative Scores and Passpoint Posted | CVS Bulletin Board by booklet #s |
| 5/4, 5/7, 5/8, & 5/9/18 | Submit Challenges | A keyed copy of the booklet will be available for inspection |
| 5/10/18 & 5/11/18 | Challenged Questions will be available | Challenged questions will be available for review and additional comments by candidates |
| 5/14/18 | Challenge Review Panel | Re-key questions as necessary |
| 5/15/18 | Post-challenge scores will be posted | Scores will be posted by 5 p.m. |
| 10/29/18 | Eligibility | Last day to meet eligibility rules to sit for the test |