



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE BATTALION SECTION CHIEF (44008)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, JULY 12, 2022 AT 10:00 A.M.

(CHECK-IN BEGINS AT 9:30 A.M.)

AT KAY BAILEY HUTCHISON CONVENTION CENTER

650 SOUTH GRIFFIN STREET – BALLROOM A

DALLAS, TX 75201

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire Battalion Section Chief: Those employees who have served in the Fire Department for seven years and who have served as Fire Captain for eighteen months shall be eligible for promotion to this rank. (Civil Service Rule XIV, Section 4. B. (1) (m))

Those candidates who will meet these eligibility criteria 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 before **January 12, 2023**, may compete on this examination. (Civil Service Rule XIV, Section 4. B. (2) (a))

Application to Take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. The application can be found on the City of Dallas Internal Positions Employment Opportunities webpage at:

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

Applications will be accepted from Wednesday, April 13, 2022 until Friday, May 13, 2022. **You must register no later than 11:59 p.m. on Friday, May 13, 2022, or you will not be allowed to take this examination.**

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 an email notification from the Civil Service Department with your eligibility status on May 27, 2022.

COVID-19 Related Safety Precautions

- Face masks are encouraged for all candidates.
- Always maintain a social distance of 6ft from other candidates.
- Hand sanitizer will be available inside and outside of the testing rooms.
- If you are displaying COVID-19 symptoms the day of the exam, contact the Civil Service Department prior to the exam start time and do not attend the exam.

Candidates who have tested positive for COVID-19, are quarantined, or have not been cleared to return to work at the time of the exam must notify Civil Service prior to the exam date. Candidates must provide medical documentation or documentation from Dallas Fire-Rescue regarding their medical status for a make-up exam or assessment to be granted.

Candidate Check-in Process

Check-in begins at 9:30 A.M. 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 exam.

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. If you bring a communication device, you will be asked to return it to your car, and you will still be subject to the check-in time. Possession of any communication device or other prohibited item once the testing process begins will result in your disqualification. **NO EXCEPTIONS.**

Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room.

Fire Battalion Section Chief

This promotional process consists of two parts. Part I consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached (Appendix A).

Candidates must pass the written examination (Part I) to compete in the assessment center (Part II). The passing score for Part I of the examination will be set as described in the WRITTEN EXAMINATION PROCEDURES. The WRITTEN EXAMINATION PROCEDURES will be sent to you by May 27, 2022. **Failure to follow these procedures may disqualify you from taking the written exam.** The results of Part I of the examination will be combined with the results of Part II to determine the final score for those individuals completing both parts.

The multiple-choice examination will contribute **39%** and the assessment center will contribute **61%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Fire Battalion Section Chief Promotional Process – Part II

Part II consists of assessment center.

Those candidates passing Part I of the promotional process will have the opportunity to view an Assessment Center Orientation Video. This orientation video will be posted August 8, 2022. Additional information will be provided in an Assessment Center Information Sheet which will be distributed when it becomes available. The date for Part II of the examination will be held September 12-13th, 2022. Details of the schedule will be provided to individuals eligible to compete in this part of the examination when they become available.

In accordance with the policy of the Civil Service Board, assessment center test exercises will not be subject to review.

ADA Accommodation Requests

Any candidate who requires an accommodation for Part I or Part II of this examination, in accordance with the Americans with Disabilities Act (ADA) must make this request for accommodation in writing to the Civil Service Department. ADA accommodation requests for Part I must be received by Monday, June 13, 2022. The final date for ADA accommodation requests for Part II is Monday, August 12, 2022.

Source List Information

Test items will be based upon the source material provided in Appendix A of this announcement.

Important Dates

Date	Event
Part I: Written Exam	
4/13/22	Application period opens
5/13/22	Application period closes
5/27/22	Written exam orientation video is posted (link will be sent to candidates via email)
6/13/22	ADA accommodation requests for the written exam due
7/12/22	Written exam administered
7/15/21	Preliminary written exam scores emailed from Civil Service Offices
7/18/22, 7/19/22, 7/20/22, 7/21/22	Written exam item review period (candidates may appeal test items)
7/22/22 & 7/25/22	Written exam item comment period (candidates may make comments on appealed items)
7/27/22	Final written exam scores emailed from Civil Service Offices
Part II: Assessment Center	
8/12/22	Assessment center orientation video is posted (link will be sent to candidates via email)
8/12/22	ADA accommodation requests for the assessment center due
9/12/22 & 9/13/22	Assessment center administration
9/27/22	Combined promotional scores posted

APPENDIX A

Source List for 2022 Fire Battalion Section Chief Promotional Examination

The written exam items will be written from the following sources. Items will not be written from the omitted sections below.

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

Dallas Fire-Rescue Department Manual of Procedures (MOPs):

1. Dallas Fire-Rescue Manual of Procedures (MOPs) **100 – Organization**
All sections except:
Omit the following:
Section 106.00 Entire section Fire Prevention & Investigations Bureau
2. Dallas Fire-Rescue Manual of Procedures (MOPs) **200 – Administration**
All sections except:
Omit the following:
Section 205.00 Section 205.05 Contracts and Agreements
Section 205.00 Section 205.06 Council Resolutions (Cr)
3. Dallas Fire-Rescue Manual of Procedures (MOPs) **300 – Department Operations**
All sections except:
Omit the following:
Section 301.00 Section 301.01 Definitions
Section 301.00 Section 301.02 Testing for New Members
Section 303.00 Entire Section Explorer Program
4. Dallas Fire-Rescue Manual of Procedures (MOPs) **400 – Pay and Personnel**
All sections except:
Omit the following:
Section 406.00 Entire Section Special Pays
Section 407.00 Entire Section Tuition Reimbursement
Section 409.00 Entire Section Survivor Benefits
5. Dallas Fire-Rescue Manual of Procedures (MOPs) **500 – Internal Investigations and Discipline**
All sections except:
Omit the following:
Section 511.00 Entire Section Forms

6. Dallas Fire-Rescue Manual of Procedures (MOPs) **600 – Emergency Response Procedures**

All sections except:

Omit the following:

Section 601.00	Entire Section	Cold Weather Procedures
Section 604.00	Entire Section	Care of Fire Hose
Section 605.00	Entire Section	Watch Duty
Section 610.00	Entire Section	Smoke Alarm Installation
Section 613.00	Entire Section	Company Evolutions
Section 617.00	Entire Section	Digital Combustion Training Procedures

7. Dallas Fire-Rescue Manual of Procedures (MOPs) **700 – Code of Conduct**

No omissions

8. Dallas Fire-Rescue Manual of Procedures (MOPs) **800 – Vehicles, Facilities, & Equipment**

All sections except:

Omit the following:

Section 802.00	Section 802.05	Care of Lawn and Landscapes
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9. Dallas Fire-Rescue Manual of Procedures (MOPs) **900 – Inspection and Life Safety Education**

Omit all sections

Standard Operating Procedures (SOPs)

1. Dallas Fire-Rescue Standard Operating Procedures (SOPs) **100 – Emergency Medical Services (EMS)**

All sections except:

Omit the following:

Section 102.00	102.00-102.05 (All sections)	Patient Assessment and Documentation
Section 103.00	Section 103.03	Equipment
Section 104.00	Section 104.10	EMTALA
Section 107.00	Entire Section	Physician Coordination in the Out-of-Hospital Setting
Section 109.00	109.00-109.05 (All sections)	Equipment
Section 110.00	110.00-110.11 (All Sections)	Transports
Section 112.00	112.00-112.02 (All sections)	Termination of Field Resuscitation
Section 116.00	116.00-116.09 (All sections)	Certification and Recertification
Section 117.00	117.00-117.06 (All Sections)	Inventory
Section 123.00	123.00-123.22 (All Sections)	Special Events
Section 127.00	Appendix A	Covid-19 Disease Pandemic (2020)
Section 129.00	Entire Section	Aeroclave RDS 3110 Decontamination Unit

2. Dallas Fire-Rescue Standard Operating Procedures (SOPs) **100 – Emergency Response Bureau (ERB)**

All sections except:

Omit the following:

Response Procedures		
Section 202.00	Entire Section	Coordination of Engine, Truck, and Rescue Units

3. Dallas Fire-Rescue Standard Operating Procedures (SOPs) – **Special Operations Procedures (SPOPS) Aircraft Rescue and Fire Fighting (ARFF)**

All sections except:

Omit the following:

Section 101.0	Section 101.02	Assignment to the ARFF program
Section 101.0	Section 101.03	ARFF Recurrent Training Requirements
Section 101.0	Section 101.04	ARFF Apparatus Qualification
Section 102.0	Section 102.02	ARFF Training Records

Hazardous Materials Response (HazMat)

All sections except:

Omit the following:

Section 205.00	Entire Section	Certification Levels
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Marine 1

Omit all sections

Urban Search and Rescue (USAR)

All sections except:

Omit the following

Section 406.00	Entire Section	Training Requirements
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Water Rescue

All sections except:

Omit the following:

Section 503.00	Entire Section	Position Descriptions and Training
Section 506.00	Entire Section	Training

Wildland Urban Interface (WUI)

All sections except:

Omit the following:

Section 604.00	Entire Section	Qualifications
Section 605.00	Entire Section	Task Book Procedures
Section 606.00	Entire Section	Classroom Training
Section 607.00	Entire Section	Assignments
Section 610.00	Entire Section	Physical Fitness

Activation of Personnel

Omit all sections

Technical Publications

1. **DFR Elevator and Escalator Rescue Training Lesson (2008)**
No omissions
2. **DFR Hydrant Maintenance System Training Lesson (2016)**
No omissions

City of Dallas Publications

1. **City of Dallas Personnel Rules (2021)**
All sections except:

Omit the following:

Article I. General Provisions

Article II. Compensation

Article IV. Benefits

Article VII. Wage Supplementation

2. **Administrative Directive (AD) 3-63 Workplace Violence**

No omissions

3. **Administrative Directives (AD) 3-61 Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure**

No omissions

Non-Departmental Technical Publications

1. Firefighting Operations (In High-Rise and Standpipe-Equipped Buildings) David M. McGrail (hardcover)
Copyright 2007 Penwell Corporation. ISBN-13: 978-1-59370-054-6

All sections except:

Omit the following:

Chapter 8	Pages 127-132	Hoseline Selection
Chapter 9	Pages 143-163	Nozzle Selection
Chapter 10	Pages 165-179	The Standpipe Equipment Kit
Chapter 18	Pages 295-311	Air Support Operations
Chapter 20	Pages 321-339	Preparing for Battle

2. Fire and Emergency Services Administration (Management and Leadership Practices) 2nd Edition, L. Charles Smeby, Jr. Copyright 2014 Jones & Bartlett. ISBN: 978-1-4496-0583-4

No omissions

3. The Art of Reading Buildings, John Mittendorf & Dave Dodson, Copyright 2015 Penwell Corporation, ISBN: 978-1-59370-342-4

No omissions

Management Publications

1. Incident Management for the Street-Smart Fire Officer 2nd Edition, John "Skip" Coleman, Copyright 2008 McGraw-Hill, ISBN-13: 978-1-59370-150-5

No omissions

2. Turn the Ship Around, L. David Marquet. Copyright 2012 Penguin Random House LLC, ISBN: 978-1591846406

No omissions

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER APRIL 13, 2022, WILL NOT BE INCLUDED ON THE EXAMINATION.