



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE PREVENTION CAPTAIN (44016)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, OCTOBER 26, 2021 AT 10:00 A.M.

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

AT CIVIL SERVICE DEPARTMENT EXAM ROOM

1500 MARILLA ST. 1C-SOUTH

DALLAS, TX 75201

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire Prevention Captain: Those employees who have served as **Fire Prevention Lieutenant** for **twelve months and** who have been **in the department for a total of five years** shall be eligible for promotion to this rank. (Civil Service Rules XIV, Section 4. B. (1) (I)).

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 **April 26, 2022** 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, July 28, 2021 until Friday, August 27, 2021. **You must register no later than 11:59 p.m. on Friday, August 27, 2021, 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 September 7, 2021.

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 and have not been cleared to return to work or are quarantined 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 situation for an accommodation to be approved.

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 Prevention Captain

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 on September 7, 2021. **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 **28%** and the assessment center will contribute **72%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Fire Prevention Captain Promotional Process – Part II

Part II consists of an 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 T.B.D. 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 is T.B.D. 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, September 27, 2021. The final date for ADA accommodation requests for Part II is T.B.D.

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		
	7/28/21	Application period opens
	8/27/21	Application period closes
	9/7/21	Written exam orientation video is posted (link will be sent to candidates via email)
	9/27/21	ADA accommodation requests for the written exam due
	10/26/21	Written exam administered
	10/29/21	Preliminary written exam scores emailed from Civil Service Offices by 5:00 p.m.
11/1/21, 11/2/21, 11/3/21, 11/4/21		Written exam item review period (candidates may appeal test items)
11/5/21 & 11/8/21		Written exam item comment period (candidates may make comments on appealed items)
11/10/21		Final written exam scores emailed from Civil Service Offices by 5:00 p.m.
Part II: Assessment Center		
	T.B.D.	ADA accommodation requests for the assessment center due
	T.B.D.	Assessment center orientation video is posted (link will be sent to candidates via email)
	T.B.D.	Assessment center administration
	T.B.D.	Combined promotional scores posted

APPENDIX A

Source List for 2021 Fire Prevention Captain 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**
No omissions
2. Dallas Fire-Rescue Manual of Procedures (MOPs) **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-Rescue Manual of Procedures (MOPs) **300 – Department Operations**
All sections except:
Omit the following:
Section 304.00 Entire section 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 Entire section (RESERVED) Promotional Process
Section 317.00 Entire section (RESERVED) Safety Plan
Section 320.00 Entire section US Flags
Section 324.00 Entire section Adopt-A-Station Program
4. Dallas Fire-Rescue Manual of Procedures (MOPs) **400 – Pay and Personnel**
No omissions
5. Dallas Fire-Rescue Manual of Procedures (MOPs) **500 – Internal Investigations and Discipline**
No omissions
6. Dallas Fire-Rescue Manual of Procedures (MOPs) **600 – Emergency Response Procedures**
No omissions

7. Dallas Fire-Rescue 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 (SOPs)

1. Dallas Fire-Rescue Standard Operating Procedures (SOPs) **600 – Fire Investigation and Explosive Ordnance Disposal (ARSON)**

No omissions

2. Dallas Fire-Rescue Standard Operating Procedures (SOPs) **900 – Inspections & Life Safety Education (ILSE)**

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

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. Icovc Ph.D. PE, Gerald A. Haynes, Brady Fire, Eighth Edition. ISBN: 978-0134237923
No omissions
3. NFPA 921 Guide for Fire and Explosion Investigations. NFPA (2017). ISBN: 9781455916023
No omissions

Management Publications

1. Supervision Concepts and Practices of Management. (2016) E.C. Leonard, K.A. Trusty, South-Western College Publishing, Thirteenth Edition. ISBN13: 9781285866376
No omissions
2. Extreme Ownership: How U.S. Navy Seals Lead and Win (Hardcover)--Jocko Willink (2015 Edition). ISBN: 9781250067050
All sections except:
Omit the following:
Chapter 3
Chapter 4
Chapter 5
Chapter 7
Chapter 9

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER JULY 28, 2021, WILL NOT BE INCLUDED ON THE EXAMINATION.