

# **CIVIL SERVICE**

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

**FIRE PREVENTION**  
**SECTION CHIEF**  
**(44025)**



**CITY OF DALLAS**

CVS-FRM-025

Version 1

Eff. 3/29/2016

# THINGS TO KNOW & REMEMBER

## TEST DATE/LOCATION/TIME

The details for the **Fire Prevention Section Chief (44025)** 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 9, 2018

Civil Service Department

Exam Room

1500 Marilla St. 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, 9, 2018 AT 9:00 A.M.  
(CHECK-IN BEGINS AT 8:30 A.M.)  
AT THE CIVIL SERVICE DEPARTMENT, EXAM ROOM  
1500 MARILLA ST. 1C-SOUTH  
FOR THE POSITION OF  
FIRE PREVENTION SECTION CHIEF (44025)**

**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 9, 2018 to Friday February 9, 2018. You must register no later than 11:59 p.m. on Friday February 9, 2018 or you will not be allowed to take the examination.**

Promotion to the rank of Fire Prevention Section Chief is restricted to those employees who have served in the **Fire Department for at least seven years and** who have served as **Fire Prevention Captain for at least 18 months** immediately prior to the examination. 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 **October 9, 2018**, may compete on this examination.

**NEOGOVS 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!!!**

The examination for this classification will consist of two parts:

### **PART I – WRITTEN EXAMINATION**

Part I will consist of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached.

Candidates must pass the written examination (Part I) to compete in the assessment center (Part II). The passing point for Part I of the examination will be set as described in the WRITTEN EXAMINATION PROCEDURES below. 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 **24%** and the assessment center will contribute **76%** to 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 February 12, 2018 to Monday March 12, 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](mailto: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 9, 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 9, 2018**, it may not be considered.

## **PART II – ASSESSMENT CENTER**

Part II will require eligible candidates to display proficiency on relevant performance dimensions, such as Leadership, Interpersonal Skills, Critical Thinking and Incident Operations.

Qualified candidates may attend an assessment center orientation session or view a video tape of the session. **Attendance at the orientation sessions or viewing the video of the orientation session is not required to participate in the assessment center.** Further information concerning the orientation sessions and assessment center schedule will be forthcoming.

Part II of the examination is tentatively scheduled for administration on **Friday, June 8, 2018**. Details of the schedule will be provided to individuals eligible to compete in this part of the examination.

In accordance with the policy of the Civil Service Board, assessment center test exercises will **NOT** be subject to review and challenge. Feedback will be provided to individuals on all assessment center exercises they complete.

### **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 April 12, 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, April 13, 2018, Monday, April 16, 2018, Tuesday April 17, 2018, and Wednesday, April 18, 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, April 19, 2018 and Friday, April 20, 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, April 23, 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, April 24, 2018 at the Civil Service Office, 1500 Marilla Street, 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 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 9, 2018**  
**LAST DAY TO REGISTER FOR THE EXAMINATION: FRIDAY FEBRUARY 9, 2018 BY 11:59 P.M.**

CITY OF DALLAS  
CIVIL SERVICE BOARD  
FIRE PREVENTION SECTION CHIEF  
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 901.00 (Effective 11-11-2009, Revised 3-13-2012).  
No omissions.

#### **Technical Publications:**

1. Dallas Fire Code (2016 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. Icové 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).  
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. Fire and Emergency Services Administration (Management and Leadership Practices) 2nd Edition  
L. Charles Smeby, Jr. Copyright 2014 Jones & Bartlett  
ISBN 978-1-59370-342-4  
No Omissions
3. Extreme Ownership: How U.S. Navy Seals Lead and Win (Hardcover)--Jocko Willink (2015 Edition) ISBN: 9781250067050  
No Omissions.

### **City Dallas Publications:**

1. City of Dallas Personnel Rules (2015)  
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

## Written Exam Candidate Calendar

<b>Date</b>	<b>Event</b>	<b>Comments</b>
1/9/18	Registration Opens	No revisions to source list on or after this date
2/9/18	Registration Closes	
2/12/18	Video available	Video orientation for exam opens
3/9/18	Last day for accommodation request	Requests for accommodations must be made in writing to CVS Dept.
3/12/18	Video final day	Video orientation for exam closes
4/9/18	Test	Check in at 0830, location Civil Service Exam Room
4/12/18	Tentative Scores and Passpoint Posted	CVS Bulletin Board by booklet #s
4/13 & 16-18/18	Submit Challenges	A keyed copy of the booklet will be available for inspection
4/19-20/18	Challenged Questions will be available	Challenged questions will be available for review and additional comments by candidates
4/23/18	Challenge Review Panel	Re-key questions as necessary
4/24/18	Post-challenge scores will be posted	Scores will be posted by 5 pm
6/8/18	Part II of Test	Assessment Center
6/22/18	Final Scores Posted	City Hall-Civil Service dept
10/8/18	Eligibility	Last day to meet eligibility rules to sit for the test