



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE PREVENTION SECTION CHIEF (44025)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, OCTOBER 12, 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 Section Chief: 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 **April 12, 2022**, may compete on this examination.

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 14, 2021 until Friday, August 13, 2021. **You must register no later than 11:59 p.m. on Friday, August 13, 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 August 23, 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 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 on August 23, 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 **24%** and the assessment center will contribute **76%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Fire Prevention 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 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 13, 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		
	7/14/21	Application period opens
	8/13/21	Application period closes
	8/23/21	Written exam orientation video is posted (link will be sent to candidates via email)
	9/13/21	ADA accommodation requests for the written exam due
	10/12/21	Written exam administered
	10/15/21	Preliminary written exam scores emailed from Civil Service Offices by 5:00 p.m.
10/18/21, 10/19/21, 10/20/21, 10/21/21		Written exam item review period (candidates may appeal test items)
10/22/21 & 10/25/21		Written exam item comment period (candidates may make comments on appealed items)
	10/27/21	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 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.

Omissions: All Acknowledgements, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions. See source-specific omissions below.

City of Dallas/Fire Department Publications

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**
OMIT Sections: 201, 202, 204, 206, 209
3. Dallas Fire-Rescue Manual of Procedures (MOPs) **300 – Department Operations**
OMIT Sections: 304, 306, 310, 315, 317, 320, 324
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**
OMIT Sections: 701, 711.17

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

APPENDIX A

City of Dallas Publications

1. City of Dallas Personnel Rules (2021)
OMIT: Article I, Article II, Article IV, Article VII
2. Administrative Directive (AD) 3-63 Workplace Violence
No Omissions

Non-Departmental Publications

Technical Publications

1. Dallas Fire Code (2015 International Fire Code with Dallas amendments)
OMIT Chapters: 8, 21, 22, 25, 26, 27, 29, 30, 36, 37, 51, 62, 63, 65
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. Fire and Emergency Services Administration (Management and Leadership Practices) 2nd Edition, L. Charles Smeby, Jr. Copyright 2014 Jones & Bartlett. ISBN 9781449605834
No Omissions
3. Extreme Ownership: How U.S. Navy Seals Lead and Win (Hardcover)--Jocko Willink (2015 Edition). ISBN: 9781250067050
OMIT Chapters: 3, 4, 5, 7, 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 14, 2021, WILL NOT BE INCLUDED ON THE EXAMINATION.