



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE LIEUTENANT (44006)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON SEPTEMBER 20, 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 75202

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire Lieutenant: Those employees who have served in the department for four years and who have served as Driver Engineer for six months immediately prior to the examination shall be eligible for promotion to this rank. (Civil Service Rule 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 **March 20, 2023**, may compete on this examination. (Civil Service Rule XIV, Section 4. B. (1) (i))

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 June 22, 2022 until July 22, 2022. **You must register no later than 11:59 p.m. on July 22, 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 August 5, 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 Lieutenant

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). An Orientation Manual and video will be sent to you by August 8, 2022. **Failure to follow any procedures set forth in these materials 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 **42%** and the assessment center will contribute **58%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Fire Lieutenant 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 October 17, 2022. Additional information will be provided in an Assessment Center Orientation Manual which will be distributed with the video. The date for Part II of the examination will be held December 5-6, 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 August 19, 2022. The final date for ADA accommodation requests for Part II is November 4, 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	
6/22/22	Application period opens
7/22/22	Application period closes
8/5/22	Eligibility for written exam sent from Civil Service Office
8/8/22	Written exam orientation video is posted (link will be sent to candidates via email)
8/19/22	ADA accommodation requests for the written exam due
9/20/22	Written exam administered
9/23/22	Preliminary written exam scores emailed from Civil Service Office
9/26/22 - 9/29/22	Written exam item review period (candidates may appeal test items)
9/30/22 & 10/3/22	Written exam item comment period (candidates may make comments on appealed items)
10/5/22	Final written exam scores emailed from Civil Service Offices
Part II: Assessment Center	
11/4/22	ADA accommodation requests for the assessment center due
10/17/22	Assessment center orientation video is posted (link will be sent to candidates via email)
12/5/22 – 12/6/22	Assessment center administration
12/20/22	Combined promotional scores emailed from Civil Service Office

APPENDIX A

Source List for 2022 Fire Lieutenant 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 100.00	(100.00-100.06) All sections	Organization
Section 101.00	(101.00-101.04) All sections	Office of the Fire Chief
Section 102.00	(102.00-102.07) All sections	Office of the Executive Assistant Chief of Staff
Section 103.00	(103.00-103.03) All sections	Emergency Response, Special Operations and EMS Bureau
Section 104.00	(104.00-104.05) All sections	Training and Support Services Bureau
Section 105.00	Entire section	Communications and Recruiting Bureau
Section 106.00	(106.00-106.02) All sections	Fire Prevention and Investigation Bureau
Section 107.00	(107.00-107.02) All sections	Financial Services Bureau

2. Dallas Fire-Rescue Manual of Procedures (MOPs) 200 - Administration

All sections except:

Omit the following:

Section 201.00	(201.01-201.11) All sections	Awards and Recognition
Section 202.00	(202.00-202.04) All sections	Computer Equipment Procurement
Section 204.00	Entire section	Records Management
Section 205.00	(205.00-205.10) All sections	Financial Services
Section 207.00	(207.00-207.03) All sections	Changes to Manual of Procedures/Standard Operating Procedures

3. Dallas Fire-Rescue Manual of Procedures (MOPs) 300 - Department Operations

All sections except:

Omit the following:

Section 303.00	(303.00-303.16) All sections	Explorer Program
Section 305.00	Entire section	Operation Readiness Training Plan
Section 306.00	(306.00-306.17) All sections	Funeral Procedures
Section 307.00	(307.00-307.23) All sections	Fatality Investigation of a Member
Section 310.00	(310.00-310.07) All sections	Logo Program
Section 318.00	(318.00-318.01) All sections	US Flags
Section 321.00	(321.00-321.08) All sections	Adopt-A-Station Program
Section 322.00	(322.00-323.03) All sections	Command Technician Training
Section 323.00	(323.00-323.07) All sections	Bed Bug Remediation and Prevention Policy

4. Dallas Fire-Rescue Manual of Procedures (MOPs) 400 - Pay and Personnel

All sections except:

Omit the following:

Section 404.00	(404.00-404.05) All sections	Injury Leave/Wage Supplementation
Section 410.00	(410.00-410.06) All sections	Retirement Application Process
Section 411.00	(411.00-411.03) All sections	Restricted Duty
Section 416.00	(416.00-416.01) All sections	Time Cards
Section 417.00	Entire section	Workplace Harassment
Section 418.00	Entire section	Workplace Violence
Section 420.00	(420.00-420.04) All sections	Reappointment and Reinstatement Policy for Uniformed Members
Section 426.00	(426.00-426.07) All sections	Departmental Lateral Reassignments

5. Dallas Fire-Rescue Manual of Procedures (MOPs) 500 - Internal Investigations and Discipline

All sections except:

Omit the following:

Section 511.00	(511.00-511.01) All sections	Forms
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6. Dallas Fire-Rescue Manual of Procedures (MOPs) 600 - Emergency Response Procedures

All sections except:

Omit the following:

Section 613.00	(613.00-613.05) All sections	Company Evolutions
Section 614.00	Entire section	Ride-Up Policy: Captain to Acting Battalion Chief

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

All sections except:

Omit the following:

Section 700.00	(700.00-700.03) All sections	Code of Conduct
Section 710.00	Section 710.09	Uniform Wear of Personnel Not Assigned to Fire Station Duty
Section 710.00	Section 710.17	Award Bars
Section 710.00	Section 710.19	Non-Uniformed Personnel Appearance Standards

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

All sections except:

Omit the following:

Section 801.00	Section 801.03	Maintenance Division Responsibilities
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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 Service

(Includes sections 100.00-130.06)

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 107.00	Entire section	Coordination with Physician 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 111.00	111.00-111.04 (All sections)	Peak Load Plans
Section 113.00	113.00-113.02 (All sections)	Dallas Airports
Section 114.00	114.00-114.01 (All sections)	Dallas/Fort Worth Airports
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 125.00	125.00-125.07 (All sections)	Peak Demand Rescue Scheduling
Section 129.00	Entire section	Aeroclave RDS 3110 Decontamination Unit

2. Dallas Fire-Rescue Standard Operating Procedures (SOPs) 100 - Emergency Response

(Includes sections 101.00-502.00)

No omissions

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

All sections except:

Omit the following:

Section 100.01	Entire section	ARFF Overview
Section 100.02	Entire section	Designated ARFF Positions
Section 100.03	Entire section	ARFF Staff Personnel
Section 100.04	Entire section	FAA Oversight
Section 101.01	Entire section	Initial ARFF Certification
Section 101.02	Entire section	Assignment to the ARFF Program
Section 101.03	Entire section	ARFF Recurrent Training Requirements
Section 101.04	Entire section	ARFF Apparatus Qualification
Section 101.05	Entire section	Pre-Assigned Monthly ARFF Recurrent Training
Section 102.01	Entire section	Entry into the ARFF Program
Section 102.02	Entire section	ARFF Training Records
Section 102.03	Entire section	ARFF Monikers
Section 102.04	Entire section	Release for Daily ARFF Staffing
Section 102.05	Entire section	Restriction from Daily ARFF Staffing
Section 102.06	Entire section	Return from Extended Absence
Section 103.02	Entire Section	Operational Readiness and Inventory Inspection
Section 103.03	Entire section	ARFF Apparatus Maintenance and Repairs

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Section 103.04	Entire section	Extinguishing Agent Discharge Procedures (Non-Emergency Situations)
Section 103.05	Entire section	ARFF Apparatus Minimum Equipment List
Section 103.06	Entire section	Inter-Shift Communication
Section 104.01	Entire section	ARFF Index Equipment and Extinguishing Agent Requirements (DAL)
Section 104.02	Entire section	Reserve Inventory – Extinguishing Agents – Dallas Love Field (DAL)
Section 104.06	Entire Section	Daily ARFF Oversight at DAL
Section 104.07	Entire Section	Dal ID Media (Red Badges)
Section 105.01	Entire section	ARFF Index Equipment and Extinguishing Agent Requirements – Dallas Executive Airport (RBD)
Section 105.02	Entire section	Reserve Inventory – Extinguishing Agents – Dallas Executive Airport (RBD)

Hazardous Materials Response (HazMat)

All sections except:

Omit the following:

Section 201.00	Entire section	Overview
Section 203.00	Entire section	Definitions
Section 205.00	Entire section	Certification Levels
Section 206.00	Entire section	Certification and Continued Education
		Training of HazMat Technicians
Section 207.00	Entire section	Equipment

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All sections except:

Omit the following:

Section 302.00	Entire section	Organization
Section 303.00	Section 303.1	General Specifications
Section 304.00	Entire section	Training
Section 306.00	Entire section	Uniform

Urban Search and Rescue (USAR)

All sections except:

Omit the following:

Section 402.00	Entire section	Organization
Section 403.00	Entire section	Definitions
Section 406.00	Entire section	Training Requirements

Water Rescue

All sections except:

Omit the following:

Section 502.00	Entire section	Organization
Section 503.00	Entire section	Position Descriptions and Training
Section 506.00	Entire section	Training
Section 507.00	Entire section	Reports
Section 508.00	Entire section	Definitions

Wildland Urban Interface

All sections except:

Omit the following:

Section 603.00	603.00-603.02 (All sections)	Team Membership
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 608.00	608.00-608.02 (All sections)	Team Activation Process

Activation of Personnel

All sections except:

Omit the following:

All sections (701.00-705.00)

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. **City of Dallas Code of Ethics (Chapter 12A Revised Dec. 8, 2021)**

All sections except:

Omit the following:

- Article I: Declaration of Policy and Definitions
- Article IV: Former City Officials and Employees
- Article V: Lobbyists
- Article VI: Reporting Requirements; Financial Disclosure
- Article VII: Legal Counsel
- Article VIII: Ethics Advisory Commission
- Article IX: Ethics Complaints, Investigations, and Evidentiary Hearings
- Article X: Enforcement, Culpable Mental State, and Penalties
- Article XI: Administrative Provision

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

No omissions

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

No omissions

Non-Departmental Technical Publications:

1. Structural Firefighting: Initial Response Strategies and Tactics, 2nd Edition, International Fire Service Training Association (IFSTA). Copyright 2017. Fire Protection Publications. ISBN: 978-0-87939-623-7

All chapters except:

Omit the following:

Chapter 1	Pages 8-76	Fire Dynamics
Chapter 2	Pages 78-130	Prefire Planning

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

All sections except:

Omit the following:

Section 3	Pages 287-398	Rapid Street-Read Guides
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Management Publications:

1. Leadership, Strategy, and Tactics: Field Manual, Jocko Willink. Copyright 2020. St. Martin's Press. ISBN: 978-1-25022-684-6

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 JUNE 22, 2022, WILL NOT BE INCLUDED ON THE EXAMINATION.