



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, APRIL 15, 2025 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: Fire-Rescue department employees who have **completed two (2) years of service as a fire prevention captain, and are not on probation for any reason**, shall be eligible to test for promotion to Fire Prevention Section Chief. Therefore, those who meet the eligibility requirement by **April 15, 2025**, may compete on this examination (Civil Service Rules – Rule 4, Section 4.4 (a) (14)).

Application to take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. The link to 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>

Application Window:

- Application open: Wednesday, January 15, 2025
- Application closes: Friday, February 14, 2025 at 11:59pm

Candidates who fail to submit an application by the deadline will not be permitted to take this examination.

Upon successful registration through the NEOGOV system, you will receive an automated email confirmation at the address listed on your application. Additionally, on February 28, 2025, you will receive an email notification from the Civil Service Department regarding your eligibility status.

Candidate Check-in Process

- Check-in Time: Begins at 9:30 a.m.
- Required Identification: A City of Dallas or government-issued photo ID is mandatory for entry into the exam room. Failure to present the required ID before entering the room will result in denial of admission to the examination.
- Prohibited Items:
 - Electronic or communication devices (e.g., body cameras, cell phones, pagers, laptops, tablets, smartwatches, Bluetooth devices).
 - Personal belongings, including study materials, large purses, backpacks, water bottles, and earplugs.
 - Personal writing utensils (all necessary 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. Once the testing process begins, possession of any communication device or other prohibited item 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 Promotional Process- Part I

This promotional process comprises two parts:

1. **Part I: Multiple-Choice Knowledge Exam**
 - Focuses on knowledge areas outlined in **Appendix A** (attached source list).
 - A **Written Exam Orientation Manual** and accompanying **video** will be distributed by February 28, 2025.
 - Candidate questions regarding material in the orientation manual or video must be submitted **in writing** to civilserviceinfo@dallas.gov by **4:00 p.m. on March 10, 2025**.
 - Candidates **must pass Part I** to proceed to Part II.
2. **Scoring Weights**
 - Part I (Written Exam) contributes **24%** to a candidate's overall promotional score.
 - Part II (Assessment Center) contributes **76%** to a candidate's overall promotional score.
 - These percentages are based on a 2016 job analysis for the position.

Fire Prevention Section Chief Promotional Process – Part II

- Assessment Center Orientation:
 - An orientation video will be posted on June 20, 2025.
 - An Assessment Center Orientation Manual will also be provided; all candidate inquiries must be submitted in writing to civilserviceinfo@dallas.gov by 4:00 p.m. on June 30, 2025.
- Assessment Center Date:
 - Occurs the week of July 21, 2025.
 - Specific details, including exact dates and times, will be provided to qualified candidates once available.
- Review Policy:
 - In accordance with Civil Service Board policies, assessment center test exercises are not subject to review.

ADA Accommodation Requests

Candidates requiring accommodation under the Americans with Disabilities Act (ADA) for either Part I or Part II must submit a written request to the Civil Service Department at civilserviceinfo@dallas.gov.

- **Deadline for Part I:** Monday, March 17, 2025
- **Deadline for Part II:** Friday, June 27, 2025

Source List Information

A detailed list of reference materials and sources (Appendix A) is attached for review in preparation for the written examination.

Important Dates

Date	Event
Part I: Written Exam	
<i>January 15, 2025</i>	Application period opens
<i>February 14, 2025</i>	Application period closes
<i>February 28, 2025</i>	Eligibility for written exam sent from Civil Service Office
<i>February 28, 2025</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>March 17, 2025</i>	Due date for all ADA accommodation requests for the written exam
<i>April 15, 2025</i>	Written exam administered
<i>April 18, 2025</i>	Preliminary written exam scores emailed from Civil Service Offices
<i>April 21-24, 2025</i>	Written exam item review period (candidates may appeal test items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>April 25 & 28, 2025</i>	Written exam item comment period (candidates may make comments on appealed items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>April 30, 2025</i>	Final written exam scores emailed from Civil Service Offices.
Part II: Assessment Center	
<i>June 20, 2025</i>	The assessment center orientation video is posted (link will be sent to candidates via email)
<i>June 27, 2025</i>	Due date for all ADA accommodation requests for the assessment center
<i>July 21 - 25, 2025</i>	Assessment center administration. The final test schedule will be emailed before the test administration.
<i>August 8, 2025</i>	Combined promotional scores posted and emailed to candidates.

APPENDIX A

Source List for 2025 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.

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) **200 – Administration**
All sections except:
Omit the following:
Section 201.00 Entire section Awards and Recognition

2. Dallas Fire-Rescue Manual of Procedures (MOPs) **300 – Department Operations**
All sections except:
Omit the following:
Section 303.00 Entire section Explorer Program
Section 305.00 Entire section Operational Readiness Assessment and Training Plan
Section 310.00 Entire section Logo Program
Section 318.00 Entire section US Flags
Section 321.00 Entire section Adopt-A-Station Program
Section 322.00 Entire section Command Technician Tracking
Section 324.00 Entire section Probationary Training and Evaluation Program (PTEP)

3. Dallas Fire-Rescue Manual of Procedures (MOPs) **400 – Pay and Personnel**
All sections except:
Omit the following:
Section 406.06 Entire section Special Operations
Section 406.07 Entire section Emergency Medical Services
Section 421.00 Entire section Payroll Reporting 140 Authorization
Section 423.00 Entire section Daily Staffing
Section 424.04 Entire section Staffing Requirements
Section 424.05 Entire section Leave Balancing Procedures
Section 424.06 Entire section Leave Scheduling Procedures

4. Dallas Fire-Rescue Manual of Procedures (MOPs) **500 – Internal Investigations and Discipline**
All sections except:
Omit the following:
Section 511.00 Entire section Forms

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

All sections except:

Omit the following:

- Section 601.03 Entire section Emergency Response, EMS, and Special Operations Bureau
- Section 603.00 Entire section Fire Hydrant Preventative Maintenance Program
- Section 604.00 Entire section Care of Fire Hose
- Section 605.00 Entire section Watch Duty
- Section 608.00 Entire section Ballistic Protective Equipment
- Section 611.00 Entire section Recall of Off-Duty Personnel
- Section 613.00 Entire section Company Evolutions
- Section 614.00 Entire section Ride-Up Policy: Captain to Acting Battalion Chief
- Section 615.00 Entire section Near Miss Reporting
- Section 616.00 Entire section Sub Calls (Trade Time)
- Section 617.00 Entire section Digital Combustion Training Procedures

6. 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 710.17 Entire section Award Bars

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

All sections except:

Omit the following:

- Section 802.00 Entire section Facilities
- Section 803.00 Entire section Equipment
- Section 805.00 Entire section Station Activity and Facility and Apparatus Cleanliness Policies
- Section 806.00 Entire section Fire Stations and Apparatus Security
- Section 807.00 Entire section Personal Protection Ensemble – Selection Care and Maintenance

Standard Operating Procedures (SOPs)

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

All sections except:

Omit the following:

Section 604.00	B. 4.	Arrests
Section 606.00	C. 1.	Determining Cause and Origin
Section 606.00	C. 2.	Determining Cause and Origin
Section 606.00	E. 3.	Evidence
Section 606.00	E. 5.	Evidence
Section 609.00	A - F	Case Management
Section 609.00	H. 2.	Monitoring
Section 611.00	C. 2.e.	Day investigators - Schedule
Section 611.00	D. 2.e.	Shift investigators - Schedule
Section 612.00	G. 4.b.i.	Body Cameras - Procedure
Section 612.00	G. 4.b.c.	Body Cameras - Procedure
Section 615.00	A. 3.	Hireback and Overtime Procedures - General Provisions
Section 616.00	Holidays- A.	Holidays - Definitions
Section 617.00	Entire section	Forms

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

No omissions

City of Dallas Publications

1. Dallas City Code Chapter 12A Code of Ethics

No omissions

2. City of Dallas Personnel Rules (09/18/2024)

All sections except:

Omit the following:

Article I. General Provisions
Article II. Compensation
Article IV. Benefits
Article VII. Wage Supplementation

3. Administrative Directive (AD) 2-51 Records Management (12/20/2013)

All sections except:

Omit the following:

- Section 1 Entire section Policy
- Section 2 Entire section Purpose
- Section 3 Entire section Scope
- Section 4 Entire section Definitions
- Section 5 5.1-5.2 Responsibilities
- Section 5 5.4-5.9 Responsibilities
- Section 6 6.2 Electronic Records
- Section 6 6.4 Records Disaster and Recovery Plan
- Section 6 6.5 Responsiveness to Open Records Requests
- Section 6 6.7 Inactive Storage
- Section 6 6.9 Ownership and Custody of Records
- Section 7 Entire section Legal References
- Section 8 Entire section Prior Action
- Section 9 Entire section Issuing Department

4. Administrative Directive (AD) 3-30 Death of an Employee (05/25/2012)

No omissions

5. Administrative Directive (AD) 3-61 Prohibition of Workplace Harassment and Complaint Procedure (09/01/2008)

No omissions

6. Administrative Directive (AD) 3-63 Workplace Violence (07/20/2012)

No omissions

7. Administrative Directive (AD) 3-79 Milk Expression/Lactation in the Workplace (06/23/2023)

No omissions

8. Administrative Directive (AD) 6-02 Fleet and Equipment Utilization (11/14/2024)

No omissions

Technical Publications

1. Dallas Fire Code (2021 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. NFPA 921 Guide for Fire and Explosion Investigations. NFPA (2021). ISBN: 978-1-455-92646-6
[No omissions](#)

Management Publications

1. Fire and Emergency Services Administration (Management and Leadership Practices) 3rd Edition, L. Charles Smeby, Jr. Copyright 2021 Jones & Bartlett. ISBN 978-1-284-18021-3
[No omissions](#)
2. Extreme Ownership: How U.S. Navy Seals Lead and Win (Hardcover)--Jocko Willink (2015 Edition). ISBN: 978-1-250-06705-0
[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 JANUARY 15, 2025, WILL **NOT** BE INCLUDED IN THE EXAMINATION.