



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE BATTALION SECTION CHIEF (44008)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON THURSDAY, NOVEMBER 6, 2025, AT 10:00 A.M.

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

AT SINGING HILLS RECREATION CENTER

6805 PATROL WAY

DALLAS, TEXAS 75241

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire Battalion Section Chief: Fire-Rescue Department employees who have completed **two (2) years as a Fire Captain, and are not on probation for any reason**, shall be eligible to test for promotion to Fire Battalion Section Chief. Therefore, those who meet the eligibility requirement by **November 6, 2025**, may compete on this examination (Civil Service Rules – Rule 4, Section 4.4 (a) (13)).

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: Friday, August 8, 2025
- Application closes: Sunday, September 7, 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 September 15, 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 Battalion 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 September 22, 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 October 2, 2025**.
 - Candidates **must pass Part I** to proceed to Part II.
2. **Scoring Weights**
 - Part I (Written Exam) contributes **39%** to a candidate's overall promotional score.
 - Part II (Assessment Center) contributes **61%** to a candidate's overall promotional score.
 - These percentages are based on a 2022 job analysis for the position.

Fire Battalion Section Chief Promotional Process – Part II

- Assessment Center Orientation:
 - An orientation video will be posted on December 8, 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 December 18, 2025.
- Assessment Center Date:
 - Occurs the week of January 12, 2026.
 - 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:** Tuesday, October 7, 2025
- **Deadline for Part II:** Monday, December 15, 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>August 8, 2025</i>	Application period opens
<i>September 7, 2025</i>	Application period closes
<i>September 15, 2025</i>	Eligibility for written exam sent from Civil Service Office
<i>September 22, 2025</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>October 7, 2025</i>	Due date for all ADA accommodation requests for the written exam
<i>November 6, 2025</i>	Written exam administered
<i>November 12, 2025</i>	Preliminary written exam scores emailed from Civil Service Office
<i>November 13-14 & 17-18, 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>November 19-20, 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>November 24, 2025</i>	Final written exam scores emailed from Civil Service Offices.
Part II: Assessment Center	
<i>December 8, 2025</i>	The assessment center orientation video is posted (link will be sent to candidates via email)
<i>December 15, 2025</i>	Due date for all ADA accommodation requests for the assessment center
<i>January 12 - 16, 2026</i>	Assessment center administration. The final test schedule will be emailed before the test administration.
<i>January 30, 2026</i>	Combined promotional scores posted and emailed to candidates.

APPENDIX A

Source List for 2025 Fire Battalion 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 MOPs 100 – Organization

All sections included **except** the following, which are omitted:

Section 106.00 Entire section-(106.00-106.02) Fire Prevention & Investigation Bureau
Section 107.00 Entire section-(107.00-107.02) Financial Services Bureau

2. Dallas Fire-Rescue MOPs 200 – Administration

All sections included **except** the following, which are omitted:

Section 201.00 Entire section-(201.00-201.11) Awards and Recognition
Section 205.05 Entire section Contracts and Agreements
Section 205.06 Entire section Council Resolutions (Cr)

3. Dallas Fire-Rescue MOPs 300 – Department Operations

All sections included **except** the following, which are omitted:

Section 301.01 Entire section Definitions
Section 301.02 Entire section Testing for New Members
Section 303.00 Entire section-(303.00-303.16) Explorer Program
Section 304.00 Entire section-(304.00-304.08) Critical Incident Stress Management
Section 306.00 Entire section-(306.00-306.17) Funeral Procedures
Section 316.03 Entire section Operation

4. Dallas Fire-Rescue MOPs 400 – Pay and Personnel

All sections included **except** the following, which are omitted:

Section 406.00 Entire section-(406.00-406.10) Special Pays
Section 407.00 Entire section Tuition Reimbursement
Section 409.00 Entire section-(409.00-409.05) Survivor Benefits
Section 416.00 Entire section-(416.00-416.01) Time Cards
Section 422.00 Entire section-(422.00-422.06) Mileage Reimbursement

5. Dallas Fire-Rescue MOPs 500 – Internal Investigations and Discipline

All sections included **except** the following, which is omitted:

Section 511.00 Entire section (511.00-511.01) Forms

6. **Dallas Fire-Rescue MOPs 600 – Emergency Response Procedures**

All sections included **except** the following, which are omitted:

Section 601.00 Entire section-(601.00-601.03) Cold Weather Procedures

Section 604.00 Entire section Care of Fire Hose

Section 605.00 Entire section-(605.00-605.03) Watch Duty

Section 610.00 Entire section-(610.00-610.05) Smoke Alarm Installation

Section 613.00 Entire section-(613.00-613.05) Company Evolutions

Section 617.00 Entire section-(617.00-617.03) Digital Combustion Training Procedures

7. **Dallas Fire-Rescue MOPs 700 – Code of Conduct**

No omissions.

8. **Dallas Fire-Rescue MOPs 800 – Vehicles, Facilities and Equipment**

All sections included **except** the following, which is omitted:

Section 802.05 Entire section Care of Lawn and Landscapes

9. **Dallas Fire-Rescue MOPs 900 – Inspection and Life Safety Education**

Omit all sections.

Standard Operating Procedures (SOPs)

1. **Dallas Fire-Rescue SOPs 100 – Emergency Medical Services (EMS)**

All sections included **except** the following, which are omitted:

Section 102.00 Entire section Patient Assessment and Documentation

Section 103.03 Entire section Equipment

Section 104.09 Entire section EMTALA

Section 107.00 Entire section Physician Coordination in the Out-of-Hospital Setting

Section 109.00 Entire section Equipment

Section 110.00 Entire section Transports

Section 112.00 Entire section Termination of Field Resuscitation

Section 116.00 Entire section Certification and Recertification

Section 117.00 Entire section Inventory

Section 120.00 Entire section Controlled Substance Policy

Section 122.00 Entire section Bariatric Rescue Response

Section 123.00 Entire section Special Events

Section 125.00 Entire section Peak Demand Rescue Scheduling

Section 126.00 Entire section Appendix A Covid-19 Disease Pandemic (2020)

Section 128.00 Entire section Aeroclave RDS 3110 Decontamination Unit

2. **Dallas Fire-Rescue SOPs 100 – Emergency Response Bureau (ERB)**

All sections included **except** the following, which are omitted:

Accountability Procedures

Section 102.00 Entire section Shift Safety Chief (832)

Response Procedures

Section 202.00 Entire section Coordination of Engine, Truck, and Rescue Units

Section 204.00 Section E. Gas Detector Locations

Hostile Event Procedures

Section 301.00 Entire section Active Shooter / Hostile Event Procedures

Special Apparatus and Equipment

Section 401.00 Section E. Foam Support Truck (FAST) 1-6

Section 401.00 Section H. Holmatro Tool 1-2

Section 403.00 Entire section AC Hot Stick Procedures

3. Dallas Fire-Rescue SOPs 100 – Special Operations Procedures (SOPS)

Aircraft Rescue and Fire Fighting (ARFF) 101.00

All sections included **except** the following, which are omitted:

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 102.02 Entire section ARFF Training Records

Section 103.02 Entire section Operational Readiness & Inventory Inspection

Section 103.03 Entire section ARFF Apparatus Maintenance and Repairs

Section 103.05 Entire section ARFF Apparatus Minimum Equipment List

Section 103.06 Entire section Inter-Shift Communication

Section 104.02 Entire section Reserve Inventory – Extinguishing Agents – Dallas Love Field (DAL)

Section 104.03 Entire section Accountability of Department of Aviation Perimeter Fence Gate 330 Access Keys

Hazardous Materials Response (HazMat) 200.00

All sections included **except** the following, which are omitted:

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

Section 209.00 Entire Section HMRT Medical Surveillance

Section 215.00 Entire Section Foam Application Support Truck (FAST)

Marine 1 300.00

All sections included **except** the following, which are omitted:

Section 303.00 Entire Section Fireboat Description

Section 304.00 Entire Section Training

Urban Search and Rescue (USAR) 400.00

All sections included **except** the following, which are omitted:

Section 403.00 Entire Section Definitions

Section 410.00 Entire Section Training

Water Rescue 500.00

All sections included **except** the following, which are omitted:

Section 503.00 Entire Section Position Descriptions and Training

Section 506.00 Entire Section Training
Section 509.00 Entire Section Equipment

Wildlife Urban Interface (WUI) 600.00

All sections included **except** the following, which are omitted:

Section 603.00 Entire Section 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 610.00 Entire Section Physical Fitness

Activation of Personnel 700.00

No omissions.

Technical Publications

1. **DFR Elevator and Escalator Rescue Training Lesson (2008)**

No omissions.

City of Dallas Publications

1. **City of Dallas Personnel Rules (2024)**

All sections included **except** the following, which are omitted:

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

2. **Dallas City Code Chapter 12A Code of Ethics**
Article II.

All sections included **except** the following, which are omitted:

Section 12A-9 Entire Section ETHICS TRAINING
Section 12A-10 Entire Section DISSEMINATION OF CODE OF ETHICS
Section 12A-11 Entire Section ETHICS PLEDGE

Article III.

All sections included **except** the following, which are omitted:

Section 12A-21(a) Entire Section City Officials

Article IV.

All sections included **except** the following, which are omitted:

Section 12A-28 Entire Section RESTRICTIONS ON LOBBYING

Article V.

All sections included **except** the following, which are omitted:

Section 12A-40 Entire Section FINANCIAL DISCLOSURE REPORT
Section 12A-41 Entire Section SHORT FORM ANNUAL REPORT
Section 12A-45 Entire Section VIOLATION OF REPORTING REQUIREMENTS

Article VII. LEGAL COUNCIL

The entire section is omitted.

Article VIII. ETHICS ADVISORY COMMISSION

The entire section is omitted.

Article IX.

All sections included **except** the following, which are omitted:

Section 12A-53 Entire Section HEARING PROCEDURES
Section 12A-54 Entire Section DISPOSITION OF COMPLAINT

Article X. ENFORCEMENT, CULPABLE MENTAL STATE, AND PENALTIES

The entire section is omitted.

Article X. ADMINISTRATIVE PROVISION

The entire section is omitted.

3. **Administrative Directive (AD) 3-63 Workplace Violence**
No omissions.
4. **AD 3-61 Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure**
No omissions.

Non-Departmental Technical Publications

1. Anthony, K., & Brian, B. (2024). *Mastering fireground command: Calm the chaos!* Fire Engineering Books. 978-1593705992
All chapters included **except** the following, which are omitted:
Chapter 1 Pages 1-18 History of Command
Chapter 3 Pages 37-47 Incident Command Professional Qualifications, Development, and Standards
2. Dunn, V. (2024). *Building construction: The firefighter's battlespace*. Dunnbooks. 979-8326299000
3. McGrail, D. M. (2007). *Firefighting Operations in high-rise and standpipe-equipped buildings*. Penwell Corporation. ISBN-13: 978-1-59370-054-6
All chapters included **except** the following, which are omitted:
Chapter 8 Pages 127-132 Hoseline Selection
Chapter 9 Pages 143-163 Nozzle Selection
Chapter 10 Pages 165-179 The Standpipe Equipment Kit
Chapter 18 Pages 295-311 Air Support Operations
Chapter 20 Pages 321-339 Preparing for Battle

Management Publications

1. Coleman, J. S. (2008). *Incident management for the street-smart fire officer (2nd edition)*. McGraw-Hill. 978-1-59370-150-5
No omissions.
2. Willink, J. (2017). *Extreme ownership: How U.S. navy SEALs lead and win (1st edition)*. St. Martin's Press. 978-1250183866
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 AUGUST 8, 2025, WILL NOT BE INCLUDED IN THE EXAMINATION.