



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE PREVENTION CAPTAIN (44016)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, MAY 6, 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 Captain: Fire-rescue department employees who have **completed two (2) years of service as a fire prevention lieutenant, and are not on probation for any reason**, shall be eligible to test for promotion to fire prevention captain. Therefore, those who meet the eligibility requirement by **May 6, 2025**, may compete on this examination (Civil Service Rules – Rule 4, Section 4.4 (a) (12)).

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, February 5, 2025
- Application closes: Friday, March 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 March 21, 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 Captain 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 March 21, 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 31, 2025**.
 - Candidates **must pass Part I** to proceed to Part II.
2. **Scoring Weights**
 - Part I (Written Exam) contributes **28%** to a candidate's overall promotional score.
 - Part II (Assessment Center) contributes **72%** to a candidate's overall promotional score.
 - These percentages are based on a 2016 job analysis for the position.

Fire Prevention Captain 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, April 7, 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>February 5, 2025</i>	Application period opens
<i>March 7, 2025</i>	Application period closes
<i>March 21, 2025</i>	Eligibility for written exam sent from Civil Service Office
<i>March 21, 2025</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>April 7, 2025</i>	Due date for all ADA accommodation requests for the written exam
<i>May 6, 2025</i>	Written exam administered
<i>May 9, 2025</i>	Preliminary written exam scores emailed from Civil Service Offices
<i>May 12-15, 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>May 16 & 19, 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>May 21, 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 Captain 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
- Section 202.00 Entire section Computer Equipment Procurement
- Section 205.08 Entire section Deployment
- Section 206.00 Entire section Information Technology (IT) Policy

2. Dallas Fire-Rescue Manual of Procedures (MOPs) **300 – Department Operations**

All sections except:

Omit the following:

- Section 302.00 302.01-302.05 Wellness and Fitness Program
- Section 303.00 Entire section Explorer Program
- Section 304.00 Entire section Critical Incident Stress Management (CISM)
- Section 305.00 Entire section Operational Readiness Assessment and Training Plan
- Section 306.00 Entire section Funeral Procedures
- Section 310.00 Entire section Logo Program
- Section 317.00 Entire section Street Access and Development
- 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 323.00 Entire section Bed Bug Remediation and Prevention Policy

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 Hire-Back and Holdover Procedures
- Section 424.04 Entire section Staffing Requirements
- Section 424.05 Entire section Leave Balancing 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 605.00 Entire section Watch Duty

Section 606.00 Entire section After Action Reports

Section 608.00 Entire section Ballistic Protective Equipment

Section 611.00 Entire section Recall of Off-Duty Personnel

Section 612.00 Entire section Pre-Incident Planning

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 710.06 Entire section Painting Uniform

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 801.00 Entire section Vehicles

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 Station and Apparatus Security

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) 3-61 Prohibition of Workplace Harassment and Complaint Procedure (09/01/2008)

No omissions

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

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. 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 (2021). ISBN: 978-1455926466
[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 978-1284180213
[No omissions](#)
2. Dare to Lead: Brave Work, Tough Conversation, Whole Hearts (Hardcover), by Brene Brown (Random House; 2018). ISBN: 978-0399592522
[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 FEBRUARY 5, 2025, WILL **NOT** BE INCLUDED IN THE EXAMINATION.