



DENVER
THE MILE HIGH CITY

Civil Service Commission
Police and Fire Classified Service

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MEMORANDUM

TO: All Candidates for the Captain Examination
Denver Fire Department

FROM: Earl E. Peterson *EEP*
Executive Director

SUBJ: Reading List - 2016 Examination for Captain, Denver Fire Department

DATE: September 21, 2015

The written examination component of the 2016 Examination for Captain is a closed-book test which requires candidates to respond to items without the use of reference materials. This test is based on the material contained in the official reading list, which is attached to this memorandum.

The Textbooks on the *Official Reading List* (Fire Officer's Handbook of Tactics, 4th Edition, by John Norman; \$89.00 plus tax; and Fire Service Personnel Management, 3rd Edition, by Steven T. Edwards; \$101.80) are available for purchase, beginning September 21, 2015, at the Auraria Campus Bookstore – Denver (9th and Auraria Parkway, located in the Tivoli Student Union). The textbooks will be located in the lower level in the exam-prep area on the reference wall, in the south end, lower level of the bookstore. The telephone number is (303) 556-4286. The Auraria Campus Bookstore hours are from **8:00 a.m. through 6:00 p.m. Monday through Thursday, 8:00 a.m. through 5:00 p.m. on Friday, 10:00 a.m. through 3:00 p.m. on Saturday, and closed on Sunday.**

You may also visit the amazon.com website at <http://www.amazon.com> or the Barnes and Noble website at <http://www.barnesandnoble.com> to purchase either book. In addition, you may wish to visit the following websites: <http://www.chegg.com/textbooks> or <http://textbooks.com> to rent or purchase Fire Officer's Handbook of Tactics and/or Fire Service Personnel Management.

The **Department Study Material** on the *Official Reading List* was drawn from several sources and provided by the Department. The Department Study Material was provided by the Department on September 16, 2015. All items comprising the Department Study Material have been combined into a study packet. The Department Reading Material will be available for



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Executive Director
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downloading at the time of Registration. To download, please go to denvergov.org/civilservice and select the “Promotional Registration” link on the right side. There will be a link located under the 2016 Fire Captain Examination Schedule to the Department Reading Material. If you wish, you may contact the Civil Service Commission at (720) 913-3371 to send you a disc containing an Acrobat (PDF) file of the study packet or you may pick up a disc in person during regularly scheduled office hours.

The Written Test will be developed using only the Textbooks and the Department Study Material listed on the Official Reading List. Other editions, printings, or revisions will not be used to develop items for the Written Test. Therefore, we recommend that you purchase the textbooks from the Auraria Campus Bookstore or any of the other designated websites.

A copy of the Job Description for the rank of Captain is available for download at the time of online Registration at the Commission’s web site (www.denvergov.org/civilservice). Select the “Promotional Registration” link on the right side. There will be a link located under the 2016 Fire Captain Examination Schedule to the Job Description.

If you have any questions regarding this memorandum, the Official Reading List, or the Announcement of Examination, or should you have any problems obtaining the Textbooks or Department Study Material packet, please immediately contact Senior H. R. Professional Jeff Wilson at 720-913-3380, or by email at jeff.wilson@denvergov.org.

Attachment: Official Reading List, 2016 Denver Fire Captain Examination

OFFICIAL READING LIST

2016 Examination for Captain

Denver Fire Department

TEXT BOOKS

| <u>TITLE AND AUTHOR</u> | <u>ISBN#</u> | <u>PRICE</u> |
|---|---------------|-------------------------|
| <u>Fire Officer's Handbook of Tactics</u> 4th Edition, by John Norman, 2012 | 9781593702793 | \$89.00 plus Tax |
| <u>Fire Service Personnel Management</u> 3 rd Edition, by Steven T. Edwards, 2010 | 9780135126776 | \$101.80 plus Tax |

PACKET OF STUDY MATERIAL (4 Parts)

- A. **Local 858 2016-2018 Fire Fighters Agreement and Local 858 MOU 2015 (signed)**
- B. **DENVER FIRE DEPARTMENT DIRECTIVES**
1. Serving Subpoenas and Other Legal Documents – 101.06
 2. Administrative Grievance Procedures – 104.03
 3. Nepotism – 104.08
 4. Reasonable Accommodations for Individuals with Disabilities and the Interactive Process – 104.13
 5. Separation under Disqualification – 104.14
 6. Re-Kindle – 104.15
 7. Probationary Resignation Notification – 104.16
 8. Disciplinary Guidebook, DFD Human Resources Bureau – 106.01
 9. Outside Investigations – 106.05
 10. Physical Fitness – 107.07
 11. Confidentiality Guidelines for Department of Safety Peer Support Program – 108.01
 12. DFD Critical Incident Stress Management Policy – 108.03
 13. Family Medical Leave Policy – 112.03
 14. Theft and Vandalism to Fire Department Property – 113.03
 15. Vehicle Use Policy – 114.01
 16. DFD Business Mileage Reimbursement Procedures – 114.10
 17. Outside Employment or Business Activity – 115.03
 18. Written Communication – 1000.00

19. Communication Responsibilities – 1001.00
20. Non-Written Communication – 1002.00
21. Overtime Procedures – 1003.00
22. Attendance at Incidents – 1004.00
23. Checking Department Email – 1006.00
24. Transfer Procedure – 1008.00
25. NLOD Medical Restriction Temporary Admin. Assignments – 1009.00
26. Accidents and Driver Review – 1010.00
27. Driver Safety Program – 1010.01
28. Accidents Involving DFD Vehicles or Apparatus – 1010.02
29. Accidents NOT Involving DFD Vehicles – 1010.03
30. Accidents Involving DFD Vehicles on DFD Property – 1010.04
31. Driver's License and Violation Reporting – 1010.05
32. Emergency (Code 10) Responses – 1010.06
33. Use of Seat Belts in Department Vehicles – 1010.07
34. Uniforms and Personal Appearance – 1011.00
35. Reporting of Charges Against a Member – 1012.00
36. Modifications to Denver Fire Stations, Facilities, and Property – 1013.00
37. Line of Duty Injuries/Exposures and Reporting – 1014.00
38. Compelled Alcohol/Drug Testing – 1015.00
39. Preferential Treatment Prohibited – 1016.00
40. Military Leave – 1017.00
41. Recording Policy – 1018.00
42. Mission Statement – 1019.00
43. Code of Conduct – 1020.00
44. Sexual Harassment Policy – 1021.00
45. Executive Order 94 – City and County of Denver Employees' Alcohol and Drug Policy – 1022.00
46. Use of Department Psychologist by Fire Department Personnel – Problems with Drug/Alcohol Abuse – 1023.00
47. Grooming Standards – 1024.00
48. Tobacco Policy – 1025.00
49. Bereavement Leave – 1026.00
50. Court Leave/Jury Duty – 1027.00
51. Modified Duty Assignment Air/Light – 1028.00
52. Occupational Exposures – 1030.00

C. **DENVER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

1. Rank Structure – 2101.01
2. Response Matrix – 2102.02
3. District Chief Response – 2102.04
4. Assistant Chief Officers' Presence at Emergency Incidents – 2102.05
5. Interagency Response Operations – 2102.07
6. Change of Location – 2102.09

7. Snow Emergency Plan – 2102.12
8. Company Staffing Requirements – 2103.01
9. Probationary Assignment Procedures – 2103.05
10. Fire Station Repairs – 2104.01
11. Fire Station Hazardous Substances – 2104.03
12. Fire Station Supplies – 2104.04
13. Fire Station Specialized Equipment – 2104.05
14. Personal Activities in Fire Station – 2104.07
15. Abandoned Children Protocols – 2104.12
16. Operating Apparatus in Reverse – 2105.01
17. Hose Inventory, Maintenance, and Testing – 2106.01
18. Cleaning, Disinfecting, and Disposal – 2106.07
19. Cleaning and Inspection of PPE – Firefighting Protective Ensemble - 2106.08
20. Incident Communications – 2107.01
21. Standardized Dispatch Format – 2107.02
22. Language Interpretation Service – 2107.05
23. Radio Communication with Denver Police – 2107.06
24. Company Standards – 2108.04
25. Rapid Intervention Team – 2110.01
26. Mayday Guidelines for Emergency Incidents – 2110.02
27. Personnel Accountability System – 2110.03
28. Safety Officer/Safety Company – 2110.04
29. Safety Officer Roles and Responsibilities – 2110.05
30. Tactical Considerations at Emergency Incidents – 2111.01
31. FORM – Notice of Interruption or Compromise of Fire Alarm, Fire Detection, Fire Protection and/or Building Exit System – 2111.01a
32. Incident Plan Worksheet – 2111.02
33. Elevator Rescue Response – 2111.03
34. Civil Disorder – 2111.04
35. Evacuation of a Structure or Area during an Operating Incident – 2111.05
36. Level 1 and Level 2 Staging – 2111.06
37. Natural Gas – 2111.07
38. Gas and or Electrical Service Disconnect – 2111.08
39. FORM – Notice of Property Entrance for Investigation of Emergency – 2111.08a
40. FORM- Notice of Interruption of Electrical and/or Gas Service – 2111.08b
41. Fire Department Standby for Xcel Energy – 2111.09
42. FORM- Notice of Property Entrance for Investigation of Emergency – 2111.09a
43. FORM- Notice of Interruption of Electrical and/or Gas Service – 2111.09b
44. Explosive Devices – 2111.12
45. Fire Investigation Unit – 2111.14
46. Safety Vest Usage While in Traffic – 2111.15
47. Mandatory SCBA Use - 2111.16

48. Elevator Use during Fire Ground Operations - 2111.17
49. Medical Response - 2111.18
50. Engine Company Operations Introduction – 2112.01
51. Engine Company Operations Definitions – 2112.02
52. Engine Company Operations – Humat Valve Use – 2112.03
53. Engine Company Operations at Grass, Weed Fires – 2112.04
54. Engine Company Operations – Parties Trapped – Extrication Response – 2112.05
55. Engine Company Operations at Motor Vehicle Fires – 2112.06
56. Engine Company Operations at Single Family Dwellings – 2112.07
57. Engine Company Operations at Multi-Family Dwellings – 2112.08
58. Engine Company Operations at Commercial Buildings – 2112.09
59. Engine Company Operations – 5-inch Water Supply – 2112.10
60. AFFF/ATC Foam – 2112.11
61. Truck Operations at Single Family Residential Fires – 2113.01
62. Truck Operations at Low Rise Apartment Fires – 2113.02
63. Truck Operations at Multi Story Attached Residential Fires – 2113.03
64. Truck Operations at Strip Mall Fires, Including Stand Alone, Single Story, Single Occupancy Commercial Structures – 2113.04
65. Truck Operations at Warehouse Fires, Including “Big Box Store” Fires – 2113.05
66. Carbon Monoxide – 2113.07
67. High Rise Subject, Purpose, and Scope/Introduction - 2114.00
68. High Rise Command and Control - 2114.02
69. High Rise Safety Officer - 2114.03
70. High Rise Hose Line Selection - 2114.04
71. High Rise Strategic Priorities - 2114.05
72. High Rise Resources - 2114.06
73. High Rise Staging - 2114.07
74. High Rise Elevator Operations - 2114.08
75. High Rise Tactical Appendix - Definitions - 2114.20
76. High Rise Tactical Appendix-Command and Control - 2114.21
77. High Rise Tactical Appendix-1st Alarm Resource Allocation - 2114.22
78. High Rise Tactical Appendix-Water Supply - 2114.23
79. High Rise Tactical Appendix-Tools and Equipment - 2114.24
80. High Rise Tactical Appendix-Lobby Control / Accountability - 2114.25
81. High Rise Tactical Appendix-Communications / Communications Systems - 2114.26
82. High Rise Tactical Appendix-Fire Protection Systems / Building Systems - 2114.27
83. High Rise Tactical Appendix-Equipment Support Operations - 2114.28
84. High Rise Tactical Appendix-EMS / Medical - 2114.29
85. High Rise Tactical Appendix-Denver Police / Support Agencies - 2114.30
86. Special Operations Technical Certifications - 2115.01
87. Special Operations Collapse Rescue - 2115.02

88. Special Operations Confined Space Rescue - 2115.03
89. Special Operations Rope Rescue - 2115.04
90. Special Operations Trench Rescue - 2115.05
91. Special Operations Water Rescue - 2115.06
92. Hazardous Materials Incidents – 2116.01
93. Decontamination Procedures at a Hazardous Materials Incident – 2116.02
94. Hazardous Materials Disposal – 2116.03
95. Wildland Operating Procedures – 2117.01
96. USAR Task Force Mobilization Manual – 2118.01
97. Oxygen Cylinder Valve/Regulator Gaskets – 2119.01
98. Base Station Contact – 2119.02
99. EMS Newsletters – 2119.03
100. Policy and Procedures for Conducting Live Fire Training Evaluations at RMFA – 2508.01

D. **EXECUTIVE ORDERS**

1. Executive Order No. 94- City and County of Denver Employees' Alcohol and Drug Policy
2. Executive Order No. 112 – Violence in the City Workplace