



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 - 2018 Examination for Captain, Denver Fire Department

DATE: September 25, 2017

The written examination component of the 2018 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; \$107.00 plus tax; and Fire Service Personnel Management, 3rd Edition, by Steven T. Edwards; \$101.50) are available for purchase, beginning September 25, 2017, at the Tivoli Station Bookstore – Denver (9th and Auraria Parkway, located in the Tivoli Student Union). The textbooks will be located on the reference wall on the first floor of the bookstore, just past the stairs. The telephone number is (303) 556-4286. The Tivoli Station 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, 8:00 a.m. through 6:00 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 12, 2017. 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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Neal G. Berlin – Anna Flores – Joseph G. Sandoval – Larry D. Trujillo

Executive Director

Earl E. Peterson

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 2018 Fire Captain Examination Schedule to the Department Reading Material.

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 Tivoli Station 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 2018 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. Data Analyst Jeff Wilson at 720-913-3380, or by email at jeff.wilson@denvergov.org.

Attachment: Official Reading List, 2018 Denver Fire Captain Examination

OFFICIAL READING LIST

2018 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	\$107.00 plus Tax
<u>Fire Service Personnel Management</u> 3 rd Edition, by Steven T. Edwards, 2010	9780135126776	\$101.50 plus Tax

PACKET OF STUDY MATERIAL (4 Parts)

A. Local 858 2016-2018 Fire Fighters Agreement and Local 858

B. DENVER FIRE DEPARTMENT DIRECTIVES

1. Vehicle Use Policy – 114.01
2. DFD Business Mileage Reimbursement Procedures – 114.10
3. Outside Employment or Business Activity – 115.03
4. Written Communication – 1000.00
5. Communication Responsibilities – 1001.00
6. Non-Written Communication – 1002.00
7. Overtime Procedures – 1003.00
8. Attendance at Incidents – 1004.00
9. Checking Department Email – 1006.00
10. Transfer Procedure – 1008.00
11. NLOD Medical Restriction Temporary Admin. Assignments – 1009.00
12. Accidents and Driver Review – 1010.00
13. Driver Safety Program – 1010.01
14. Accidents Involving DFD Vehicles or Apparatus – 1010.02
15. Accidents NOT Involving DFD Vehicles – 1010.03
16. Accidents Involving DFD Vehicles on DFD Property – 1010.04
17. Driver's License and Violation Reporting – 1010.05
18. Emergency (Code 10) Responses – 1010.06
19. Use of Seat Belts in Department Vehicles – 1010.07
20. Uniforms and Personal Appearance – 1011.00
21. Reporting of Charges Against a Member – 1012.00

22. Modifications to Denver Fire Stations, Facilities, and Property – 1013.00
23. Line of Duty Injuries and Reporting – 1014.00
24. Compelled Alcohol/Drug Testing – 1015.00
25. Preferential Treatment Prohibited – 1016.00
26. Military Leave – 1017.00
27. Recording Policy – 1018.00
28. Mission Statement – 1019.00
29. Code of Conduct – 1020.00
30. Sexual Harassment Policy – 1021.00
31. Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy – 1022.00
32. Use of Department Psychologist by Fire Department Personnel for Problems with Drug/Alcohol Abuse – 1023.00
33. Grooming Standards – 1024.00
34. Smoking and Tobacco Policy – 1025.00
35. Bereavement Leave – 1026.00
36. Court Leave/Jury Duty – 1027.00
37. Modified Duty Assignment Air/Light – 1028.00
38. Serving Subpoenas and Other Legal Documents – 1040.00
39. Administrative Grievance Procedures – 1046.00
40. Nepotism – 1047.00
41. Separation under Disqualification – 1049.00
42. Probation Resignation Notification – 1050.00
43. DFD Critical Incident Stress Management Policy (CISM Team) - 1052.00
44. Re-Kindle – 1054.00
45. Corrective Action Procedures – 1056.00
46. DFD Discipline Handbook – 1057.00
47. Performance Evaluation – 1058.00
48. Firefighter Return to Active Suppression Program – 1059.00
49. Reasonable Accommodations for Individuals with Disabilities and the Interactive Process – 1061.00
50. Family Medical Leave Policy – 1065.00
51. Confidentiality Guidelines for Department of Safety Peer Support Program – 1071.00
52. Physical Fitness – 1072.00
53. Theft and Vandalism to Fire Department Property – 1077.00

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

1. Rank Structure – 2101.01
2. Response Assignment Policy – 2102.01
3. Response Matrix – 2102.02
4. District Chief Response – 2102.04
5. Assistant Chief Officers’ Presence at Emergency Incidents – 2102.05
6. Interagency Response Operations – 2102.07

7. Change of Location – 2102.09
8. Snow Emergency Plan – 2102.12
9. Company Staffing Requirements – 2103.01
10. NLOD Reporting Procedures – 2103.02
11. Probationary Assignment Procedures – 2103.05
12. Uniforms and Personal Appearance – 2103.06
13. NFIR Completion – 2103.07
14. Fire Station Repairs – 2104.01
15. Fire Station Hazardous Substances – 2104.03
16. Fire Station Supplies – 2104.04
17. Fire Station Specialized Equipment – 2104.05
18. Personal Activities in Fire Station – 2104.07
19. Abandoned Children Protocols – 2104.12
20. Food League and House Bill – 2104.13
21. Operating Apparatus in Reverse – 2105.01
22. Ready Reserve Apparatus – 2105.02
23. Hose Inventory, Maintenance, and Testing – 2106.01
24. Cleaning and Inspection of PPE – Firefighting Protective Ensemble - 2106.08
25. Hose and Equipment Identification – 2106.09
26. Knox Box Keys – 2106.10
27. Firefighting Protective Hoods – 2106.11
28. Research and Development – 2106.12
29. FORM – DFD Product Wear and Testing Evaluation – 2106.12a
30. Incident Communications – 2107.01
31. Standardized Dispatch Format – 2107.02
32. Language Interpretation Service – 2107.05
33. Radio Communication with Denver Police – 2107.06
34. Company Standards – 2108.04
35. Building Inspection Procedures – 2109.01
36. Rapid Intervention Team – 2110.01
37. Mayday Guidelines for Emergency Incidents – 2110.02
38. Personnel Accountability System – 2110.03
39. Safety Officer Roles and Responsibilities – 2110.05
40. Tactical Considerations at Emergency Incidents – 2111.01
41. Elevator Rescue Response – 2111.03
42. Civil Disorder – 2111.04
43. Evacuation of a Structure or Area during an Operating Incident – 2111.05
44. Level 1 and Level 2 Staging – 2111.06
45. Natural Gas – 2111.07
46. Gas and or Electrical Service Disconnect – 2111.08
47. Fire Department Standby for Xcel Energy – 2111.09
48. Firefighter Rehabilitation During Emergency Incidents – 2111.11
49. Explosive Devices – 2111.12
50. Fire Investigation Unit – 2111.14
51. Safety Vest Usage While in Traffic – 2111.15

52. Mandatory SCBA Use - 2111.16
53. Elevator Use during Fire Ground Operations - 2111.17
54. Medical Response - 2111.18
55. Ballistic Gear Use, Storage, and Maintenance – 2111.19
56. Incident Command - 2111.20
57. High Risk Patient Extraction Response – 2111.21
58. Carbon Monoxide – 2111.22
59. Carbon Dioxide – 2111.23
60. Auto Accidents – 2111.24
61. Elevated Suicide Attempt – 2111.25
62. Engine Company Operations Introduction – 2112.01
63. Engine Company Operations Definitions – 2112.02
64. Engine Company Operations – Humat Valve Use – 2112.03
65. Engine Company Operations at Grass, Weed Fires – 2112.04
66. Engine Company Operations – Parties Trapped – Extrication Response – 2112.05
67. Engine Company Operations at Motor Vehicle Fires – 2112.06
68. Engine Company Operations at Single Family Dwellings – 2112.07
69. Engine Company Operations at Multi-Family Dwellings – 2112.08
70. Engine Company Operations at Commercial Buildings – 2112.09
71. Engine Company Operations – 5-inch Water Supply – 2112.10
72. AFFF/ATC Foam – 2112.11
73. Truck Company Operations at Single Family Residential Fires – 2113.01
74. Truck Company Operations at Low Rise Apartment Fires – 2113.02
75. Truck Company Operations at Multi Story Attached Residential Fires – 2113.03
76. Truck Company Operations at Strip Mall Fires, Including Stand Alone, Single Story, Single Occupancy Commercial Structures – 2113.04
77. Truck Company Operations at Warehouse Fires, Including “Big Box Store” Fires – 2113.05
78. High Rise Subject, Purpose, and Scope/Introduction - 2114.00
79. High Rise Table of Contents – 2114.01
80. High Rise Command and Control - 2114.02
81. High Rise Safety Officer - 2114.03
82. High Rise Hose Line Selection - 2114.04
83. High Rise Strategic Priorities - 2114.05
84. High Rise Resources - 2114.06
85. High Rise Staging - 2114.07
86. High Rise Elevator Operations - 2114.08
87. High Rise Tactical Appendix - Definitions - 2114.20
88. High Rise Tactical Appendix-Command and Control - 2114.21
89. High Rise Tactical Appendix-1st Alarm Resource Allocation - 2114.22
90. High Rise Tactical Appendix-Water Supply - 2114.23
91. High Rise Tactical Appendix-Tools and Equipment - 2114.24
92. High Rise Tactical Appendix-Lobby Control / Accountability - 2114.25

93. High Rise Tactical Appendix-Communications / Communications Systems - 2114.26
94. High Rise Tactical Appendix-Fire Protection Systems / Building Systems - 2114.27
95. High Rise Tactical Appendix-Equipment Support Operations - 2114.28
96. High Rise Tactical Appendix-EMS / Medical - 2114.29
97. High Rise Tactical Appendix-Denver Police / Support Agencies - 2114.30
98. Special Operations Technical Certifications - 2115.01
99. Special Operations Collapse Rescue - 2115.02
100. Special Operations Confined Space Rescue - 2115.03
101. Special Operations Rope Rescue - 2115.04
102. Special Operations Trench Rescue - 2115.05
103. Special Operations Water Rescue - 2115.06
104. Special Operations Technical Rescue Certification – 2115.07
105. Special Operations Minimum Staffing for Special Operations – 2115.08
106. Recognized Technical Certificates – 2115.09
107. Hazardous Materials Incidents – 2116.01
108. Decontamination Procedures at a Hazardous Materials Incident – 2116.02
109. Hazardous Materials Disposal – 2116.03
110. Wildland Operating Procedures – 2117.01
111. USAR Task Force Mobilization Manual – 2118.01
112. Oxygen Cylinder Valve/Regulator Gaskets – 2119.01
113. Base Station Contact – 2119.02
114. Excited Delirium Response, with Attachment – 2119.04
115. Narcan Change Out Procedures – 2119.05

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