



Civil Service Commission
Police and Fire Classified Service

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MEMORANDUM

TO: All Candidates for the Assistant Master Mechanic Examination
Denver Fire Department

FROM: Earl E. Peterson *EEP*
Executive Director

SUBJ: Reading List – 2020 Examination for Assistant Master Mechanic, DFD

DATE: March 2, 2020 (**UPDATED March 17, 2020**)

The written examination component of the 2020 Examination for Assistant Master Mechanic 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* are available for purchase and renting on websites of vendors like Amazon (<http://www.amazon.com>) to rent/purchase the books. 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 websites like those provided above.

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 before the position’s posting. All items comprising the Department Study Material have been combined into a study packet. The Department Reading Material will be available for downloading at the time of Registration. To download, please go to <https://www.denvergov.org/content/denvergov/en/civil-service-commission/becoming-a-firefighter/promotional-fire-tests.html> and scroll down to the Department Reading Materials link under the “Assistant Master Mechanic – 2020 – Tentative Schedule” section.

A copy of the **Job Description** for the rank of Assistant Master Mechanic is available for download at the time of online Registration at the Commission’s web site (<https://www.denvergov.org/content/denvergov/en/civil-service-commission/becoming-a-firefighter/promotional-fire-tests.html>). Scroll down to the Job Description link under the “Assistant Master Mechanic – 2020 – Tentative Schedule” section.



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Commissioners
Joseph G. Sandoval – Kevin Duncan – James Fitzpatrick – Sylvia D. Murray – Kelsey A. Green
Executive Director
Earl E. Peterson

If you have questions regarding this memorandum, the Official Reading List, the Announcement of Examination, or the Textbooks or Department Study Material packet, please immediately contact Jeannette Giron by email at jeannette.giron@denvergov.org.

Attachment: Official Reading List, 2020 Denver Fire Assistant Master Mechanic

OFFICIAL READING LIST

2020 Examination for Assistant Master Mechanic (*Revised
March 17, 2020*)

TEXT BOOKS

Followership – What it Takes to Lead by James H. Schindler

PACKET OF STUDY MATERIAL (5 Parts)

A. **2019-2021 COLLECTIVE BARGAINING CONTRACT**

B. **DENVER FIRE DEPARTMENT DIRECTIVES**

1. Written Communication – 1000.00
2. Communication Responsibilities – 1001.00
3. Non-Written Communication – 1002.00
4. Attendance at Incidents – 1004.00
5. Checking Department Email – 1006.00
6. Use of Interdepartmental Mail – 1006.01
7. NLOD Medical Restriction Temporary Admin. Assignments – 1009.00
8. Non-Line of Duty (NLOD) Sick Leave – 1009.01
9. Accidents and Driver Review – 1010.00
10. Driver Safety Program – 1010.01
11. Accidents Involving DFD Vehicles or Apparatus – 1010.02
12. Accidents NOT Involving DFD Vehicles – 1010.03
13. Accidents Involving DFD Vehicles on DFD Property – 1010.04
14. Driver's License and Violation Reporting – 1010.05
15. Emergency (Code 10) Responses – 1010.06
16. Use of Seat Belts in Department Vehicles – 1010.07
17. DFD business Mileage Reimbursement Procedures (Business Use of Personal Vehicle) – 1010.08
18. Vehicle Use Policy – 1010.11
19. Reporting of Charges Against a Member – 1012.00
20. Modifications to Denver Fire Stations, Facilities, and Property – 1013.00
21. Line of Duty Injuries and Reporting – 1014.00
22. Recording Policy – 1018.00
23. Mission Statement – 1019.00
24. Code of Conduct – 1020.00
25. Sexual Harassment Policy – 1021.00
26. Executive Order 94 – City and County of Denver Employees' Alcohol and Drug Policy – 1022.00
27. Use of Department Psychologist by Fire Department Personnel – Problems with Drug/Alcohol Abuse – 1023.00

28. Grooming Standards – 1024.00
29. Tobacco Policy – 1025.00
30. Bereavement Leave – 1026.00
31. Court Leave/Jury Duty – 1027.00
32. Modified Duty Assignment Air/Light – 1028.00
33. Modified Duty – 1028.01
34. Hazing, Harassment, Retribution Policy – 1037.00
35. Equal Employment Opportunity Policy – 1037.01
36. Confidentiality of Department Personnel Information 1039.00
37. Social Media – 1043.00
38. Photo Requests and Media Interaction – 1043.01
39. Personal Activities While on Duty – 1044.00
40. DFD Critical Incident Stress Management Policy – 1052.00
41. Abuse of Sick Leave – 1055.00
42. Corrective Action Procedures – 1056.00
43. Discipline Handbook - 1057.00 (with attachments)
44. DFD Citizen Complaints – 1060.00
45. Denver Fire Department Chaplaincy Program – 1063.00
46. Guidance Resources Employee Assistance Program EAP – 1063.01
47. Family Medical Leave Policy – 1065.00
48. Securing Personnel Records – 1066.00
49. Contents of Lockers, Workspaces – 1067.00
50. Department Rank Structure – 1068.00
51. Contract Grievance Procedure – 1069.00
52. Confidentiality Guidelines for Department of Safety Peer Support Program – 1071.00
53. Physical Fitness – 1072.00
54. Administrative Leave – 1075.00
55. Loaning Out Department Tools and Equipment – 1076.00
56. Theft and Vandalism to Fire Department Property – 1077.00
57. Outside Employment or Business Activity – 1082.00

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

1. Rank Structure – 2101.01
2. Snow Emergency Plan – 2102.12
3. Fire Station Supplies – 2104.04
4. Fire Station Specialized Equipment – 2104.05
5. Personal Activities in Fire Station – 2104.07
6. Operating Apparatus in Reverse – 2105.01
7. Hose Inventory, Maintenance, and Testing – 2106.01
8. Incident Communications – 2107.01
9. Standardized Dispatch Format – 2107.02
10. Safety Officer Roles and Responsibilities – 2110.05
11. Evacuation of a Structure or Area during an Operating Incident – 2111.05

12. Fire Investigations Unit – 2111.14
13. Safety Vest Usage While in Traffic – 2111.15
14. Mandatory SCBA Use - 2111.16
15. Ballistic Gear Use, Storage, and Maintenance – 2111.19
16. Incident Command – 2111.20
17. Wildland Operating Procedures – 2117.01
18. USAR Task Force Mobilization Manual – 2118.01

D. **EXECUTIVE ORDERS, MAYOR’S DECLORATIONS AND CITY RULES**

1. Executive Order No. 16 – Use of Electronic Devices and Services
2. Executive Order No. 94 – City and County of Denver Employees’ Alcohol and Drug Policy
3. Executive Order No. 112 – Violence in the City Workplace
4. Fiscal Accountability Rule, City Business Vehicle Use – Rule 10.5

E. **MAYOR’S DECLARATIONS**

1. Mayor’s Office Declaration – Anti-Fraternization Policy
2. Mayor’s Office Declaration – Discrimination, Harassment and Retaliation Policy