



**Civil Service Commission**

Police and Fire Classified Service

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**MEMORANDUM**

TO: All Candidates for the Lieutenant Examination  
Denver Fire Department

FROM: Denver Civil Service Commission

SUBJ: Reading List – 2021 Examination for Lieutenant, Denver Fire Department

DATE: January 11, 2021

The written examination component of the 2021 Examination for Lieutenant 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>) and Barnes and Noble (<http://www.barnesandnoble.com>) to purchase the books.

The **Department Study Material** on the *Official Reading List* was drawn from several sources and provided by the Department. 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/Government/Departments/Civil-Service-Commission/Promotional-Fire-Tests> (copy & paste) and scroll down to the Department Reading Materials link under the “Fire Lieutenant – 2021 – Tentative Schedule” section.

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.

A copy of the **Job Description** for the rank of Lieutenant 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 “Fire Lieutenant – 2021 – Tentative Schedule” section.



**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 at 720-913-3356, or by email at [Jeannette.giron@denvergov.org](mailto:Jeannette.giron@denvergov.org)**

Attachment: Official Reading List, 2021 Denver Fire Lieutenant Examination

## OFFICIAL READING LIST

### 2021 Examination for Lieutenant Denver Fire Department

#### **TEXT BOOKS & OTHER MATERIALS**

Fire Officer's Handbook of Tactics 4<sup>th</sup> Edition, by John Norman, 2012

Leaders Eat Last: Why Some Teams Pull Together and Others Don't, by Simon Sinex, 2017

The Harvard Business Review -Article (Listed on Civil Service Website)

#### **PACKET OF STUDY MATERIAL (4 Parts)**

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

##### B. **DENVER FIRE DEPARTMENT DIRECTIVES**

1. 1000.00 Written Communication
2. 1001.00 Communication Responsibilities
3. 1002.00 Non-Written Communication
4. 1003.00 Overtime Procedures
5. 1003.03 Overtime Procedures FPD (02-18-2020)
6. 1004.00 Attendance at Incidents
7. 1006.01 Use of Interdepartmental Mail (10-05-17)
8. 1008.00 Request for Reassignment and Drafting Process (*formerly "Transfer Procedure"*)
9. 1009.00 NLOD Medical Restriction Temporary Admin. Assignments
10. 1009.01 Non-Line of Duty (NLOD) Sick Leave
11. 1010.00 Accidents and Driver Review
12. 1010.01 Driver Safety Program
13. 1010.02 Accidents Involving DFD Vehicles or Apparatus
14. 1010.03 Accidents NOT Involving DFD Vehicles
15. 1010.04 Accidents Involving DFD Vehicles on DFD Property
16. 1010.05 Driver's License and Violation Reporting
17. 1010.06 Emergency (Code 10) Responses
18. 1010.07 Use of Seat Belts in Department Vehicles
19. 1010.08 DFD business Mileage Reimbursement Procedures (Business Use of Personal Vehicle)
20. 1010.09 Mileage Reimbursement (10-05-17)
21. 1010.10 Parking Reimbursement Policies and Procedures (10-05-17)
22. 1010.11 Vehicle Use Policy
23. 1011.00 Uniforms and Personal Appearance

24. 1012.00 Reporting of Charges Against a Member
25. 1012.00a Form - Member Law Enforcement Contact - Report of Charges (04-14-2020)
26. 1013.00 Modifications to Denver Fire Stations, Facilities, and Property
27. 1014.00 Line of Duty Injuries and Reporting
28. 1015.00 Compelled Alcohol/Drug Testing
29. 1016.00 Preferential Treatment Prohibited
30. 1017.00 Military Leave
31. 1018.00 Recording Policy
32. 1019.00 Mission Statement
33. 1020.00 Code of Conduct
34. 1021.00 Sexual Harassment Policy (07-18-19)
35. 1022.00 Executive Order 94-City and County of Denver Employees' Alcohol and Drug Policy (11-17-20)
36. 1023.00 Use of Department Psychologist by Fire Department Personnel for Problems of Drug and or Alcohol Abuse (01-06-17)
37. 1024.00 Grooming Standards 05-21-2020
38. 1025.00 Smoking and Tobacco Policy 06-22-17
39. 1026.00 Bereavement Leave 05-21-12
40. 1027.00 Court Leave, Jury Duty 08-14-12
41. 1028.00 Modified Duty Assignment Air Light 06-22-17
42. 1028.01 Modified Duty 05-09-18
43. 1031.00 Mandatory Reporting of Elder and Child Abuse 07-29-2020
44. 1032.00 Public Assembly Events 10-03-14
45. 1033.00 Maternity Policy 04-27-18
46. 1035.00 Department Facility Visits 05-06-15
47. 1036.00 Political Activities While On Duty 05-07-15
48. 1037.00 DFD Hazing, Harassment, Retribution Policy 07-10-15
49. 1037.01 Equal Employment Opportunity Policy 09-16-19
50. 1038.00 Adult Protective Services Reporting 10-01-15
51. 1039.00 Confidentiality of Department Personnel Information 08-17-17
52. 1040.00 Serving Subpoenas and Other Legal Documents 10-14-15
53. 1041.00 Changes in Personnel and Payroll Information 10-14-15
54. 1042.00 Infection Prevention and Control 05-31-16
55. 1043.00 Social Media 06-17-16
56. 1043.01 Photo Requests and Media Interaction 10-05-17
57. 1044.00 Personal Activities While On Duty 06-13-16
58. 1045.00 Collective Bargaining Contract 06-13-16
59. 1046.00 Administrative Grievance Procedures 06-13-16
60. 1047.00 Nepotism 06-13-16

61. 1048.00 Use of Social Security Numbers by the Department 06-13-16
62. 1049.00 Separation Under Disqualification 06-13-16
63. 1050.00 Probationary Resignation Notification 06-13-16
64. 1051.00 Eye Safety Program 06-13-16
65. 1052.00 DFD Critical Incident Stress Management Policy - CISM Team 06-16-16
66. 1054.00 Re-Kindle 02-17-17 eff 01-31-17
67. 1055.00 Abuse of Sick Leave 01-06-17
68. 1056.00 Corrective Action Procedures 07-23-2019 - eff. 07-23-19
69. 1057.00 DFD Discipline Handbook 03-25-2020 - eff. 03-25-2020
70. 1057.00a Discipline Matrix 03-04-2020
71. 1057.00b DFD Rules and Regulations 03-25-2020 - eff. 03-25-2020
72. 1057.00c DFD Penalty Table and Discipline Matrix 07-23-19 - eff. 07-23-19
73. 1058.00 Performance Evaluation 11-21-19
74. 1058.00a Crew Integrity Vitals Assessment Form 11-21-19
75. 1058.00b Performance Evaluation Physician Clearance Form 11-21-10
76. 1059.00 Firefighter Return to Active Suppression Program 11-09-17
77. 1060.00 DFD Citizen Complaints 03-30-17
78. 1061.00 Reasonable Accommodations for Individuals with Disabilities and the Interactive Process 07-18-19
79. 1062.00 Bilingual Firefighter Certification 06-22-17
80. 1063.00 Denver Fire Department Chaplaincy Program 08-17-17
81. 1063.01 Guidance Resources Employee Assistance Program EAP 11-09-17
82. 1064.00 Procedure for Ordering Uniform Items 08-17-17
83. 1065.00 Family Medical Leave Policy 08-17-17
84. 1066.00 Securing Personnel Records 08-17-17
85. 1067.00 Contents of Lockers, Workspaces 08-17-17
86. 1068.00 Department Rank Structure 08-18-17
87. 1069.00 Contract Grievance Procedure 08-18-17
88. 1071.00 Confidentiality Guidelines for Department of Safety Peer Support Program 8-18-17
89. 1072.00 Physical Fitness 09-01-17
90. 1074.00 DFD Sick Leave Donation 09-01-17
91. 1075.00 Administrative Leave 09-01-17
92. 1076.00 Loaning out Department Tools and Equipment 09-01-17
93. 1077.00 Theft and Vandalism to Fire Department Property 09-01-17
94. 1078.00 Return of Equipment Upon Retirement 10-05-17
95. 1080.00 DFD Petty Cash Disbursement Policy 11-09-17
96. 1081.00 Denver Fire Department HIPAA Guidelines 12-15-2020
97. 1081.00a ATTACHMENT Denver Fire Department HIPAA Guidelines 12-15-2020
98. 1082.00 Outside Employment or Business Activity 12-13-17

- 99. 1083.00 Retirement Procedures - New Hire Pension Plan 01-05-18
- 100. 1084.00 Planned Department - Community Events Coordination 07-10-18
- 101. 1085.00 Assisted Living Regulations 08-16-18
- 102. 1085.00a CDPHE Assisted Living Regulations 2018 Handout 08-16-18
- 103. 1086.00 DFD Awards and Decorations 12-11-18
- 104. 1086.00a DFD Formal Award Submittal Form 12-11-18
- 105. 1087.00 Wildland Operating Procedures 05-12-20
- 106. 1088.00 NLOD Reporting Procedures 04-22-2020
- 107. 1089.00 Department of Public Safety Fraternalization Policy 12-10-2020

**DENVER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

- 108. 2101.01 Rank Structure
- 109. 2102.01 Response Assignment Policy
- 110. 2102.02 Response Matrix
- 111. 2102.04 District Chief Response
- 112. 2102.07 Interagency Response Operations
- 113. 2102.09 Change of Location
- 114. 2102.12 Snow Emergency Plan
- 115. 2103.01 Company Staffing Requirements
- 116. 2103.02 NLOD Reporting Procedures
- 117. 2103.05 Probationary Assignment Procedures
- 118. 2103.07 NFIR Completion
- 119. 2103.08 Medical Unit Operational Procedures 08-06-2020
- 120. 2104.01 Fire Station Repairs 06-12-17
- 121. 2104.03 Fire Station Hazardous Substances 03-07-18
- 122. 2104.04 Fire Station Supplies 06-12-17
- 123. 2104.05 Fire Station Specialized Equipment 04-15-19
- 124. 2104.07 Personal Activities in Fire Station 11-25-16
- 125. 2104.08 Ride-A-Long Program 03-27-19
- 126. 2104.12 Abandoned Children Protocols 11-25-16
- 127. 2104.13 Food League and House Bill 11-25-16
- 128. 2105.01 Operating Apparatus in Reverse 03-23-18
- 129. 2105.02 Ready Reserve Apparatus 01-23-19
- 130. 2105.02a Ready Reserve Check Out Form 09-01-17
- 131. 2105.02b Ready Reserve Sign-off Sheet 09-01-17
- 132. 2106.01 Hose Inventory, Maintenance, and Testing 04-10-2020
- 133. 2106.02 Equipment Orders 04-24-2019
- 134. 2106.08 Cleaning and Inspection of PPE - Firefighting Protective Ensemble 12-12-18

135. 2106.09 Hose and Equipment Identification 01-23-19
136. 2106.10 Knox Box Keys 08-31-17
137. 2106.11 Firefighting Protective Hoods 04-14-16
138. 2106.12a DFD Product Wear Trial and Testing Evaluation Form 04-19-16
139. 2106.13 Meter Usage and Calibration for ToxiRAE Pro CO2 with Form 10-31-18
140. 2106.13b, 2106.14b, and 2111.23b Meter Repair Form 10-31-18
141. 2106.14 MultiRAE Lite with Form 10-31-18
142. 2107.01 Incident Communications 04-20-11
143. 2107.02 Standardized Dispatch Format 06-12-17
144. 2107.05 Language Interpretation Service 08-30-17
145. 2107.06 Radio Communication with Denver Police 03-08-17
146. 2108.04 Company Standards 08-14-18
147. 2109.01 Building Inspection Procedures 03-07-18
148. 2109.01a Operations Division Order to Comply Form 09-13-17
149. 2109.01b Inspection - Order to Comply - First Notice 09-13-17
150. 2109.01c Inspection - Order to Comply - 2nd and Final 09-13-17
151. 2110.01 Rapid Intervention Team 08-30-17
152. 2110.02 Mayday Guidelines for Emergency Incidents 06-12-17
153. 2110.03 Personnel Accountability System 08-30-17
154. 2110.05 Safety Officer Roles and Responsibilities 08-30-17
155. 2111.01 Tactical Considerations at Emergency Incidents 06-12-17
156. 2111.01a Notice of Interruption or Compromise Fire Alarm etc Form 09-13-17
157. 2111.02 Incident Action Plan 07-15-2019
158. 2111.03 Elevator Rescue Response 02-19-19
159. 2111.04 Civil Disorder 08-30-17
160. 2111.05 Evacuation of a Structure or Area During an Operating Incident 08-30-17
161. 2111.06 Level 1 and Level 2 Staging 08-30-17
162. 2111.07 Natural Gas 08-02-19
163. 2111.08 Gas and or Electrical Service Disconnect 08-30-17
164. 2111.08a Notice of Property Entrance for Investigation of Emergency Form 09-13-17
165. 2111.08b Notice of Interruption of Electrical and or Gas Form 09-13-17
166. 2111.09 Fire Department Standby for Xcel Energy 08-30-17
167. 2111.10 Unified Command at Sporting Events and Special Events 04-30-19
168. 2111.11 Firefighter Rehabilitation during Emergency Incidents 11-02-16
169. 2111.12 Explosive Devices 08-30-17
170. 2111.14 Fire Investigation Unit 12-07-17
171. 2111.15 Safety Vest Usage While in Traffic 08-30-17
172. 2111.16 Mandatory SCBA Use 08-30-17
173. 2111.17 Elevator Use during Fire Ground Operations 08-31-17

174. 2111.18 Medical Response 11-25-16
175. 2111.19 Ballistic Gear Use, Storage, and Maintenance 06-03-16
176. 2111.20 Incident Command 08-02-16
177. 2111.21 High Risk Patient Extraction Response 04-26-17
178. 2111.22 Carbon Monoxide 08-06-2020
179. 2111.23 Carbon Dioxide 08-06-2020
180. 2111.23a Meter Usage and Calibration for ToxiRAE Pro CO2 with Form 10-31-18
181. 2111.25 Elevated Suicide Attempt 04-26-17
182. 2112.01 Engine Company Operations Introduction 06-27-18
183. 2112.02 Engine Company Operations Definitions 06-27-18
184. 2112.03 Engine Company Operations - Humat Valve Use 06-27-18
185. 2112.04 Engine Company Operations at Grass Weed Fires 04-15-19
186. 2112.05 Engine Company Operations - Parties Trapped, Extrication Response 06-27-18
187. 2112.06 Engine Company Operations at Motor Vehicle Fires 06-27-18
188. 2112.07 Engine Company Operations at Single Family Dwellings 06-27-18
189. 2112.08 Engine Company Operations at Multi-Family Dwellings 06-27-18
190. 2112.09 Engine Company Operations at Commercial Buildings 06-27-18
191. 2112.10 Engine Company Operations - 5-inch Water Supply 06-27-18
192. 2112.11 Foam Operations 04-15-19
193. 2113.01 Truck Company Operations at Single Family Residential Fires 02-07-19
194. 2113.02 Truck Company Operations at Multiple Family Dwelling 02-07-19
195. 2113.03 Truck Company Operations at Mixed Use Occupancy Fires 02-07-19
196. 2113.04 Truck Company Operations at Strip Mall Fires, Including Stand Alone, Single Story, Single Occupancy Commercial Structures 02-07-19
197. 2113.05 Truck Company Operations at Warehouse Fires, Including Big Box Store Fires 02-07-19
198. 2114.00 High Rise Subject, Purpose, and Scope-Introduction 08-15-13
199. 2114.01 High Rise Table of Contents 08-15-13
200. 2114.02 High Rise Command and Control 08-15-13
201. 2114.03 High Rise Safety Officer 08-15-13
202. 2114.04 High Rise Hose Line Selection 08-15-13
203. 2114.05 High Rise Strategic Priorities 08-15-13
204. 2114.06 High Rise Resources 08-15-13
205. 2114.07 High Rise Staging 08-15-13
206. 2114.08 High Rise Elevator Operations 08-15-13
207. 2114.20 High Rise Tactical Appendix-Definitions 08-15-13
208. 2114.21 High Rise Tactical Appendix-Command and Control 08-15-13
209. 2114.22 High Rise Tactical Appendix-1st Alarm Resource Allocation 08-15-13
210. 2114.23 High Rise Tactical Appendix-Water Supply 08-15-13



- 211. 2114.24 High Rise Tactical Appendix-Tools and Equipment 08-15-13
- 212. 2114.25 High Rise Tactical Appendix-Lobby Control, Accountability 08-15-13
- 213. 2114.26 High Rise Tactical Appendix-Communications, Communications Systems 8-15-13
- 214. 2114.27 High Rise Tactical Appendix-Fire Protection Systems, Building Systems 08-15-13
- 215. 2114.28 High Rise Tactical Appendix-Equipment Support Operations 08-15-13
- 216. 2114.29 High Rise Tactical Appendix-EMS, Medical 08-15-13
- 217. 2114.30 High Rise Tactical Appendix-Denver Police, Support Agencies 08-15-13
- 218. 2115.01 Recognized Technical Certifications 10-01-2020
- 219. 2115.01-1A Stipulation Agreement Certified Members Rescue Company 11-15-18
- 220. 2115.01-1B Stipulation Agreement Non-Certified Members Rescue Company 11-15-18
- 221. 2115.01-2A Stipulation Agreement Certified Members Engine 1 11-15-18
- 222. 2115.01-2B Stipulation Agreement Non-Certified Members Engine 1 11-15-18
- 223. 2115.01-3A Stipulation Agreement Certified Members Tower 1 11-15-18
- 224. 2115.01-3B Stipulation Agreement Non-Certified Members Tower 1 11-15-18
- 225. 2115.01-4A Stipulation Agreement Certified Members Station 9 11-15-18
- 226. 2115.01-4B Stipulation Agreement Non-Certified Members Station 9 11-15-18
- 227. 2115.01-5A Stipulation Agreement Certified Members Engine 6 11-23-18
- 228. 2115.01-5B Stipulation Agreement Non-Certified Members Engine 6 11-23-18
- 229. 2115.02 Collapse Rescue 05-08-18
- 230. 2115.03 Confined Space Rescue 05-08-2018
- 231. 2115.04 Rope Rescue 05-08-18
- 232. 2115.05 Trench Rescue 05-08-18
- 233. 2115.06 Water Rescue 05-08-18
- 234. 2115.07 Special Operations Technical Rescue Certification 02-05-15
- 235. 2115.08 Minimum Staffing for Special Operations 10-31-18
- 236. 2115.09 Recognized Technical Certifications 09-15-17
- 237. 2116.01 Hazardous Materials Incidents 01-12-18
- 238. 2116.02 Decontamination Procedures at a Hazardous Materials Incident 01-12-18
- 239. 2116.03 Hazardous Materials Disposal 01-12-18
- 240. 2119.01 Oxygen Cylinder Valve, Regulator Gaskets 07-12-18
- 241. 2119.02 Base Station Contact 12-07-17
- 242. 2119.04 Excited Delirium Response 12-07-17 with ATTACHMENT City and County of Denver Multi-Agency Excited Delirium Protocol 12-07-17
- 243. 2119.05 Narcan Change Out Procedures 08-31-17
- 244. 2119.06 EMS Quality Assurance Quality Improvement Policy 11-05-2020
- 245. 2119.06a ATTACHMENT DFD ESO References 11-05-2020
- 246. 2119.06b Disposition List for ESO 11-05-2020
- 247. 2119.07 EMS Defining Quality Management Standards 11-05-2020
- 248. 2119.07a DFD Focused Audit Tool 11-05-2020

- 249. 2119.08 EMS Equipment 11-16-2020
- 250. 2120.00 Subject Purpose Scope Introduction 01-25-19
- 251. 2120.01 Table of Contents 01-25-19
- 252. 2120.02 Command Safety Resources 01-25-19
- 253. 2120.03 Engine Company Operations 01-25-19
- 254. 2120.04 Truck Rescue Company Operations 01-25-19
- 255. 2120.05 Tactical Appendix - Definitions 01-25-19
- 256. 2120.06 Tactical Appendix - Stabilization 01-25-19
- 257. 2120.07 Tactical Appendix - Airbag Scan 01-25-19
- 258. 2120.08 Tactical Appendix - Standardized Extrication Maneuvers 01-25-19
- 259. 2121.00 Hold Order 05-15-20
- 260. 2508.01 Policy and Procedures for Conducting Live Fire Training Evolutions at RMFA 03-07-12
- 261. 2600.00 Airport - Description of Guidelines 09-12-13
- 262. 2601.01 Airport - Division Chief 09-12-13
- 263. 2601.02 Airport - Assistant Chief 09-12-13
- 264. 2601.03 Airport - Captain 09-12-13
- 265. 2601.04 Airport - Lieutenant 09-12-13

### **EXECUTIVE ORDERS**

- 266. Executive Order No. 94 – City and County of Denver Employees’ Alcohol and Drug Policy
- 267. Executive Order No. 112 – Violence in the City Workplace
- 268. Executive Order No. 146 – Mayor’s Office of Social Equity and Innovation
- 269. Executive Order No. 16 - 16-Use-of-Electronic-Communication-Devices-Services

### **MAYOR’S POLICIES**

- 270. Mayor’s Office Discrimination, Harassment and Retaliation
- 271. Mayor’s Office Anti-Fraternization Policy