



Civil Service Commission

Police and Fire Classified Service

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COMMISSIONERS

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MEMORANDUM

TO: All Candidates for the DFD Lieutenant Examination

FROM: Denver Civil Service Commission

SUBJ: Reading List – 2025 Examination for Lieutenant, Denver Fire Department

DATE: January 22, 2025

The multiple-choice examination segment of the 2025 Lieutenant examination is a closed-book assessment, requiring that candidates answer questions without consulting any reference materials. This assessment is derived from the content outlined in the official reading list, which is included with this memorandum.

All items that make up the Department Study Material have been compiled into a study packet. The Department Reading Material will be accessible for download at the time of registration. To download, please visit <https://www.denvergov.org/Government/Departments/Civil-Service-Commission/Promotional-Fire-Tests> (copy & paste) and navigate to the Department Reading Materials link located under the “Fire Lieutenant – 2025 – Schedule” section.

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 – 2025 – Schedule” section.

Should you have any inquiries concerning this memorandum, the Official Reading List, Announcement of Examination, or the Textbooks and Department Study Material packet, please do not hesitate to reach out to Stephanie Rios via email at Stephanie.Rios@denvergov.org.

Attachment: Official Reading List, 2025 Denver Fire Lieutenant Examination

OFFICIAL READING LIST

2025 Examination for Lieutenant Denver Fire Department

TEXT BOOKS & OTHER MATERIALS

Fire Officer's Handbook of Tactics 5th Edition, by John Norman

Leaders Eat Last by Simon Sinek

PACKET OF STUDY MATERIAL

A. Collective Bargaining Agreement

B. DENVER FIRE DEPARTMENT DIRECTIVES

1. 1000.00 Written Communication
2. 1001.00 Communication Responsibilities
3. 1003.00 Overtime Procedures
4. 1004.00 Attendance at Incidents
5. 1005.00 Time Trades
6. 1006.00 Checking Department Email
7. 1006.01 Use of Interdepartmental Mail
8. 1007.00 Outlier Policy
9. 1008.00 Request for Reassignment and Drafting Process
10. 1008.01 Transfer of Supervision Report
11. 1009.00 NLOD Medical Restriction Temporary Admin. Assignments
12. 1009.01 Non-Line of Duty (NLOD) Sick Leave
13. 1010.00 Emergent Driving
14. 1010.01 Driver Safety Program and Operator Classifications
15. 1010.02 All DFD Related Accident and Driver Review
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. 1010.11 Vehicle Use Policy
21. 1011.00 Uniforms and Personal Appearance
22. 1012.00 Member Contact with Law Enforcement-Reporting of Charges (Internal Affairs required reporting)
23. 1012.00a Form - Member Law Enforcement Contact - Report of Charges

24. 1013.00 Modifications to Denver Fire Stations, Facilities, and Property
25. 1014.00 Line of Duty Injuries and Reporting
26. 1015.00 Fitness for Duty Evaluations
27. 1016.00 On Scene Physical Management
28. 1016.00a DFD Physical Management Manual
29. 1017.00 Military Leave
30. 1018.00 Recording Policy
31. 1019.00 Mission, Vision, and Values Statement
32. 1020.00 Code of Conduct
33. 1021.00 Sexual Harassment Policy
34. 1022.00 Executive Order 94-City and County of Denver Employees' Alcohol and Drug Policy
35. 1023.00 Use of Department Psychologist by Fire Department Personnel for Problems of Drug and or Alcohol Abuse
36. 1024.00 Grooming Standards
37. 1025.00 Smoking and Tobacco Policy
38. 1026.00 Bereavement Leave
39. 1027.00 Court Leave / Jury Duty
40. 1028.00 Modified Duty Assignment Air/Light
41. 1028.00a Modified Duty Air/Light Driver Responsibility Signature Form
42. 1028.00b Modified Duty Assignment Air/Light House Policy
43. 1028.01 Modified Duty
44. 1031.00 Mandatory Reporting of Elder and Child Abuse
45. 1032.00 Public Assembly Events
46. 1033.00 Maternity Policy
47. 1034.00 Colorado Task Force One Training
48. 1035.00 Department Facility Visits
49. 1036.00 Political Activities While on Duty
50. 1037.00 DFD Discrimination, Hazing, Harassment, and Retaliation Policy
51. 1037.01 Equal Employment Opportunity Policy
52. 1038.00 Adult Protective Services Reporting
53. 1039.00 Confidentiality of Department Personnel Information
54. 1040.00 Serving Subpoenas and Other Legal Documents
55. 1041.00 Changes in Personnel and Payroll Information
56. 1042.00 Infection Prevention and Control
57. 1043.00 Social Media
58. 1043.01 Photos at Incidents and Media Interaction
59. 1044.00 Personal Activities While on Duty
60. 1045.00 Collective Bargaining Contract

61. 1046.00 Administrative Grievance Procedures
62. 1047.00 Nepotism
63. 1049.00 Separation Under Disqualification
64. 1050.00 Probationary Resignation Notification
65. 1051.00 Eye Safety Program
66. 1052.00 DFD Critical Incident Stress Management Policy - CISM Team
67. 1053.00 Mentor Program
68. 1054.00 Re-Kindle
69. 1056.00 Corrective Action Procedures (w/attached Discipline Flow Chart)
70. 1057.00 DFD Discipline Handbook
71. 1057.00a Discipline Matrix
72. 1057.00b DFD Rules and Regulations
73. 1057.00c DFD Penalty Table
74. 1059.00 Firefighter Return to Active Suppression Program
75. 1060.00 Citizen Compliments and Complaints
76. 1061.00 Reasonable Accommodations for Individuals with Disabilities and the Interactive Process
77. 1062.00 Bilingual Firefighter Certification
78. 1063.00 Denver Fire Department Chaplaincy Program
79. 1063.01 Guidance Resources Employee Assistance Program EAP
80. 1064.00 Procedure for Ordering Uniform Items
81. 1065.00 Family Medical Leave Policy
82. 1066.00 Securing Personnel Records
83. 1067.00 Contents of Lockers and Workspaces
84. 1068.00 Department Rank Structure
85. 1068.01 Denver Fire Department Organizational Chart
86. 1069.00 Contract Grievance Procedure
87. 1070.00 Re-Employment of Firefighters
88. 1071.00 Confidentiality Guidelines for Department of Safety Peer Support Program
89. 1072.00 Physical Fitness
90. 1074.00 DFD Sick Leave Donation
91. 1075.00 Administrative Leave
92. 1076.00 Loaning out Department Tools and Equipment
93. 1077.00 Theft and Vandalism to Fire Department Property
94. 1078.00 Return of Equipment Upon Retirement
95. 1079.00 Time and Leave Accounting Guidelines for Professional Staff Employees
96. 1080.00 DFD Petty Cash Disbursement Policy
97. 1082.00 Outside Employment or Business Activity
98. 1082.00a Attachment Outside Employment or Business Activity

99. 1083.00 Retirement Procedures - New Hire Pension Plan
100. 1084.00 Planned Department - Community Events Coordination
101. 1085.00 Assisted Living Regulations
102. 1085.00a CDPHE Assisted Living Regulations 2018 Handout
103. 1085.01 Mental Health Center of (MHCD) Co-Responder
104. 1088.00 NLOD Reporting Procedures
105. 1089.00 Department of Public Safety Fraternalization Policy
106. 1090.00 Resilience Education and Coordination to Establish a Support System
(R.E.C.E.S.S.)
107. 1091.00 Reporting Procedures for Dispatch Concerns
108. 1092.00 DFD Annual Review
109. 1093.00 Line of Duty Serious Injury or Death
110. 1093.00a Funeral Honors-Line of Duty, Serious injury or death
111. 1093.00b United States Flag Code
112. 1093.00c Line of Duty Serious Injury or Death -PIA Form 707
113. 1094.00 Line of Duty Death due to Line of Duty Illness and Retired Line of Duty Illness
114. 1094.00a Funeral Honors- Line of Duty Death due to Line of Duty Illness and Retired Line
of Duty Illness
115. 1094.01 Lowering of Flags to Honor LODD
116. 1095.00 Off-Duty Firefighter Death
117. 1095.00a Funeral Honors- Off-Duty Firefighter Death
118. 1095.00b Funeral Resources
119. 1096.00 Department Response to Retired Firefighter Death
120. 1096.00a Funeral Honors- Retired Firefighter Death
121. 1097.00 Uniformed Formation for Ceremonies, Funerals, and Other Events
122. 1098.00 EMT Requirement
123. 1099.00 Knox Box Keys
124. 1100.00 Terrorism Response
125. 1101.00 Travel Procedures
126. 1102.00 DFD Body Worn Camera Policies and Procedures

DENVER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

127. 2101.01 Rank Structure
128. 2102.01 Response Assignment Policy
129. 2102.02 Response Matrix
130. 2102.04 District Chief Response
131. 2102.07 Interagency Response Operations
132. 2102.09 Dispatch Resource Management

- 133. 2102.12 Snow Emergency Plan
- 134. 2103.01 Company Staffing Requirements
- 135. 2103.05 Probationary Assignment Procedures
- 136. 2103.07 NFIRs Incident Reporting
- 137. 2103.08 Medical Unit Operational Procedures
- 138. 2104.01 Fire Station Repairs
- 139. 2104.03 Fire Station Hazardous Substances
- 140. 2104.05 Fire Station Specialized Equipment
- 141. 2104.07 Personal Activities in Fire Station
- 142. 2104.08 Ride-A-Long Program
- 143. 2104.12 Abandoned Children Protocols
- 144. 2104.13 Food League and House Bill
- 145. 2105.01 Operating Apparatus in Reverse
- 146. 2105.02 Ready Reserve Apparatus
- 147. 2105.02a Ready Reserve Check Out Form
- 148. 2105.02b Ready Reserve Sign-off Sheet
- 149. 2106.01 Hose Inventory, Maintenance, and Testing
- 150. 2106.02 Equipment Orders
- 151. 2106.03 Personal Protective Equipment
- 152. 2106.08 Cleaning and Inspection of PPE - Firefighting Protective Ensemble
- 153. 2106.09 Hose and Equipment Identification
- 154. 2106.12 Testing and Evaluation
- 155. 2106.12a DFD Product Wear Trial and Testing Evaluation Form
- 156. 2106.16 Gas Detection Meter -RKI GX3 Pro
- 157. 2106.16a Meter Repair Form
- 158. 2107.01 Incident Communications
- 159. 2107.02 Standardized Dispatch Format
- 160. 2107.05 Language Interpretation Service
- 161. 2107.06 Radio Communication with Denver Police
- 162. 2108.04 Company Standards
- 163. 2109.01 Building Inspection Procedures
- 164. 2109.01a Operations Division Order to Comply Form
- 165. 2109.01b Inspection - Order to Comply - First Notice
- 166. 2109.01c Inspection - Order to Comply - 2nd and Final
- 167. 2110.01 Rapid Intervention Team
- 168. 2110.02 Mayday Guidelines for Emergency Incidents
- 169. 2110.03 Personnel Accountability System
- 170. 2110.05 Safety Officer Roles and Responsibilities
- 171. 2111.01 Tactical Considerations at Emergency Incidents

- 172. 2111.01a Notice of Interruption or Compromise Fire Alarm etc. Form
- 173. 2111.02 Incident Action Plan
- 174. 2111.03 Elevator Rescue Response
- 175. 2111.04 Civil Disorder
- 176. 2111.05 Evacuation of a Structure or Area During an Operating Incident
- 177. 2111.06 Level 1 and Level 2 Staging
- 178. 2111.07 Natural Gas
- 179. 2111.08 Gas and or Electrical Service Disconnect
- 180. 2111.08a Notice of Property Entrance for Investigation of Emergency Form
- 181. 2111.08b Notice of Interruption of Electrical and or Gas Form
- 182. 2111.09 Fire Department Standby for Xcel Energy
- 183. 2111.10 Unified Command at Sporting Events and Special Events
- 184. 2111.11 Firefighter Rehabilitation during Emergency Incidents
- 185. 2111.12 Explosive Devices
- 186. 2111.14 Fire Investigation Unit
- 187. 2111.15 Safety Vest Usage While in Traffic
- 188. 2111.16 Mandatory SCBA Use
- 189. 2111.17 Elevator Use During Fire Ground Operations
- 190. 2111.18 Medical Response
- 191. 2111.19 Ballistic Gear Use, Storage, and Maintenance
- 192. 2111.20 Incident Command
- 193. 2111.21 High Risk Patient Extraction Response
- 194. 2111.22 Carbon Monoxide
- 195. 2111.23 Carbon Dioxide
- 196. 2111.25 Elevated Suicide Attempt
- 197. 2112.01 Engine Company Operations Introduction
- 198. 2112.02 Engine Company Operations Definitions
- 199. 2112.03 Engine Company Operations - Humat Valve Use
- 200. 2112.04 Engine Company Operations at Grass Weed Fires
- 201. 2112.05 Engine Company Operations - Parties Trapped, Extrication Response
- 202. 2112.06 Engine Company Operations at Motor Vehicle Fires
- 203. 2112.07 Engine Company Operations at Single Family Dwellings
- 204. 2112.08 Engine Company Operations at Multi-Family Dwellings
- 205. 2112.09 Engine Company Operations at Commercial Buildings
- 206. 2112.10 Engine Company Operations - 5-inch Water Supply
- 207. 2112.11 Foam Operations
- 208. 2113.01 Truck Company Operations at Single Family Residential Fires and Mixed-use
Occupancy Fires
- 209. 2113.04 Truck Company Operations at Commercial Structures (i.e. Strip-Mall, Big Box)

- 210. 2114.00 High Rise Introduction
- 211. 2114.01 High Rise Command and Control
- 212. 2114.02 High Rise Interior Suppression Operations
- 213. 2114.03 High Rise Exterior Operations
- 214. 2114.04 High Rise Definitions
- 215. 2115.01 Recognized Technical Certifications
- 216. 2115.01a Stipulation Agreement Rescue Company
- 217. 2115.01b Stipulation Agreement Engine
- 218. 2115.01c Stipulation Agreement Tower 1
- 219. 2115.01d Stipulation Agreement Engine 9 & Tower 9
- 220. 2115.01e Stipulation Agreement Engine 6 - DECON
- 221. 2115.02 Collapse Rescue
- 222. 2115.03 Confined Space Rescue
- 223. 2115.04 Rope Rescue
- 224. 2115.05 Trench Rescue
- 225. 2115.06 Water Rescue
- 226. 2115.07 Special Operations Technical Rescue Certification
- 227. 2115.08 Minimum Staffing for Special Operations
- 228. 2116.01 Hazardous Materials Incidents
- 229. 2116.02 Decontamination Procedures at a Hazardous Materials Incident
- 230. 2116.03 Hazardous Materials Disposal
- 231. 2119.01 Oxygen Cylinder Valve, Regulator Gaskets
- 232. 2119.02 MED Unit Operational Procedures
- 233. 2119.06 EMS Quality Assurance Quality Improvement Policy
- 234. 2119.07 EMS Defining Quality Management Standards
- 235. 2119.07a Disposition List for ESO
- 236. 2119.08 EMS Equipment
- 237. 2120.00 Subject Purpose Scope Introduction
- 238. 2120.01 Table of Contents
- 239. 2120.02 Command Safety Resources
- 240. 2120.03 Engine Company Operations
- 241. 2120.04 Truck Rescue Company Operations
- 242. 2120.05 Tactical Appendix - Definitions
- 243. 2120.06 Tactical Appendix - Stabilization
- 244. 2120.07 Tactical Appendix - Airbag Scan
- 245. 2120.08 Tactical Appendix - Standardized Extrication Maneuvers
- 246. 2121.00 Hold Order

EXECUTIVE ORDERS

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

MAYOR’S POLICIES

- 251. Mayor’s Office Discrimination, Harassment and Retaliation
- 252. Mayor’s Office Anti-Fraternization Policy