

**CHIEF OF SPECIAL OPERATIONS AND SAFETY
STUDY GUIDE**

A written examination for the class of **CHIEF OF SPECIAL OPERATIONS AND SAFETY** to be administered in **SHREVEPORT** on **JUNE 16, 2015**, will consist of approximately **105** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service administration involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; financial management; personnel management, including applicable provisions of civil service law; and managing equipment, property, and supplies for the safety rescue division.</p>	21.0%
<p>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</p> <p>Knowledge of effective records-management practices including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.</p>	8.6%
<p>PUBLIC RELATIONS</p> <p>Knowledge of accepted public relations practices which foster a positive image of the department through contact with the media, other agencies, and the public.</p>	8.6%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	11.4%
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.</p>	8.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>EMERGENCY SCENE MANAGEMENT</p> <p>Knowledge of emergency scene management procedures sufficient to direct safety operations in all safety and special operations involving fire suppression; urban search and rescue; hazardous materials; implements emergency scene management, identifies duties of all rescue teams in relation to the nature of the emergency; and maintains communications between the fire scene and other authorized personnel.</p>	21.0%
<p>SAFETY OPERATIONS</p> <p>Knowledge of effective fire safety practices and risk management procedures sufficient to identify the causes or conditions that result in fire department accidents, injuries, or death, including safety planning and implementation; safety training; development and monitoring of an individual health program for fire department employees; and accident investigation.</p>	21.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Emergency Services Instructor, 7th ed., 2006.
Fire Department Safety Officer, 1st ed., 2001.
Chief Officer, 2nd ed., 2004.
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.