



PROMOTIONAL ANNOUNCEMENT FOR THE
POSITION OF:

FIRE CAPTAIN (44007)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, JANUARY 20, 2026, AT 10:00 A.M.

(CHECK-IN BEGINS AT 9:30 A.M.)

AT SINGING HILLS RECREATION CENTER

6805 PATROL WAY

DALLAS, TX 75241

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire Captain: Fire-Rescue Department employees who have completed **two years of service as a Fire Lieutenant, and are not on probation for any reason**, shall be eligible to test for promotion to Fire Captain. Therefore, those who meet the eligibility requirement by **January 20, 2026**, may compete on this examination (Civil Service Rules – Rule 4, Section 4.4(a) (11)).

Application to take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. The link to the application can be found on the City of Dallas Internal Positions Employment Opportunities webpage at:

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

Application Window:

- Application open: Wednesday, October 22, 2025
- Application closes: Friday, November 21, 2025, at 11:59 p.m.

Candidates who fail to submit an application by the deadline will not be permitted to take this examination.

Upon successful registration through the NEOGOV system, you will receive an automated email confirmation at the address listed on your application. Additionally, on December 1, 2025, you will receive an email notification from the Civil Service Department regarding your eligibility status.

Candidate Check-in Process

- Check-in Time: Begins at 9:30 a.m.
- Required Identification: A City of Dallas or government-issued photo ID is mandatory for entry into the exam room. Failure to present the required ID before entering the room will result in denial of admission to the examination.
- Prohibited Items:
 - Electronic or communication devices (e.g., body cameras, cell phones, pagers, laptops, tablets, smartwatches, Bluetooth devices).
 - Personal belongings, including study materials, large purses, backpacks, water bottles, and earplugs.
 - Personal writing utensils (all necessary materials will be provided).

If you bring a communication device, you will be asked to return it to your car, and you will still be subject to the check-in time. Once the testing process begins, possession of any communication device or other prohibited item will result in your disqualification. There are no exceptions to this rule.

Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room.

Fire Captain Promotional Process – Part I

This promotional process comprises two parts:

1. **Part I: Multiple-Choice Knowledge Exam**
 - Focuses on knowledge areas outlined in **Appendix** (attached source list).
 - A **Candidate Orientation Guide on the Multiple-Choice Test**, including an accompanying **video** will be distributed by December 8, 2025.
 - Candidate questions regarding material in the orientation manual or video must be submitted **in writing** to civilserviceinfo@dallas.gov by **4:00 p.m. on December 18, 2025**.
 - Candidates **must pass Part I** to proceed to Part II.
2. **Scoring Weights**
 - Part I (Written Exam) contributes **37%** to a candidate's overall promotional score.
 - Part II (Assessment Center) contributes **63%** to a candidate's overall promotional score.
 - These percentages are based on a 2022 job analysis for the position.

Fire Captain Promotional Process – Part II

- Assessment Center Orientation:
 - A **Candidate Orientation Guide on Performance-Based Assessment with video link** will be provided on February 23, 2026. All candidate inquiries must be submitted in writing to civilserviceinfo@dallas.gov by 4:00 p.m. on March 6, 2026.
- Assessment Center Date:
 - Occurs the week of March 30, 2026.
 - Specific details, including exact dates and times, will be provided to qualified candidates once available.
- Review Policy:
 - In accordance with Civil Service Board policies, assessment center test exercises are not subject to review.

ADA Accommodation Requests

Candidates requiring accommodation under the Americans with Disabilities Act (ADA) for either Part I or Part II must submit a written request to the Civil Service Department at civilserviceinfo@dallas.gov.

- **Deadline for Part I:** Monday, December 22, 2025
- **Deadline for Part II:** Monday, March 2, 2026

Source List Information

A detailed list of reference materials and sources (Appendix) is attached for review in preparation for the written examination.

Timeline

Date	Event
Part I: Written Exam	
<i>October 22, 2025</i>	Application period opens
<i>November 21, 2025</i>	Application period closes
<i>December 1, 2025</i>	Eligibility notifications for the written exam will be sent from the Civil Service Department.
<i>December 8, 2025</i>	A written exam orientation video will be posted, with an access link emailed to all candidates.
<i>December 22, 2025</i>	Deadline to submit ADA accommodation requests for the written exam.
<i>January 20, 2026</i>	Written exam administration
<i>January 23, 2026</i>	Preliminary written exam scores will be emailed from the Civil Service Department.
<i>January 26-29, 2026</i>	Item Review (Appeals) Period: Candidates can appeal test items from 9:00 A.M. to 4:00 P.M. at the Civil Service Department.
<i>January 30 & February 2, 2026</i>	Candidate Comment Period: Candidates can make comments on appealed items from 9:00 A.M. to 4:00 P.M. at the Civil Service Department.
<i>February 4, 2026</i>	Final written exam scores will be emailed from the Civil Service Department.
Part II: Assessment Center	
<i>February 23, 2026</i>	The assessment center orientation video will be posted, with an access link emailed to all candidates.
<i>March 2, 2026</i>	Deadline to submit ADA accommodation requests for the assessment center.
<i>March 30 – April 3, 2026</i>	Assessment center administration: The final test schedule will be emailed before the test administration.
<i>April 20, 2026</i>	Combined promotional scores will be posted and emailed to all candidates.

APPENDIX

Source List for the 2025 Fire Captain Promotional Examination

The written exam items will be written from the following sources. Items will not be written from the omitted sections below.

Blanket Omissions: All Acknowledgments, Dedications, Table of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, And Captions.

Dallas Fire-Rescue (DFR) Department Manual of Procedures (MOP)

1. DFR MOP 100 – Organization

The following sections are omitted:

Section 106.00	(106.00-106.02) All sections	Fire Prevention and Investigation Bureau
Section 107.00	(107.00-107.02) All sections	Financial Services Bureau

2. DFR MOP 200 – Administration

The following sections are omitted:

Section 201.00	(201.00-201.11) All sections	Awards and Recognition
Section 202.00	(202.00-202.04) All sections	Computer Equipment Procurement
Section 204.00	Entire section	Records Management
Section 205.05	Entire section	Contracts and Agreements
Section 205.06	Entire section	Council Resolutions (Cr)

3. DFR MOP 300 – Department Operations

The following sections are omitted:

Section 303.00	(303.00-303.16) All sections	Explorer Program
Section 304.00	(304.00-304.08) All sections	Critical Incident Stress Management
Section 306.00	(306.00-306.17) All sections	Funeral Procedures
Section 310.00	(310.00-310.07) All sections	Logo Program
Section 316.03	Entire section	Operation (Cellular Telephone Communications)

4. DFR MOP 400 – Pay and Personnel

The following sections are omitted:

Section 407.00	Entire section	Tuition Reimbursement
Section 409.00	(409.00-409.05) All sections	Survivor Benefits for Families of Active Firefighters
Section 410.00	(410.00-410.06) All sections	Retirement Application Process
Section 416.00	(416.00-416.01) All sections	Time Cards
Section 417.00	Entire section	Workplace Harassment
Section 418.00	Entire section	Workplace Violence
Section 420.00	(420.00-420.04) All sections	Reappointment and Reinstatement Policy for Uniformed Members
Section 422.00	(422.00-422.06) All sections	Mileage Reimbursement

5. DFR MOP 500 – Internal Investigations and Discipline

The following section is omitted:

Section 511.00 (511.00-511.01) All sections Forms

6. DFR MOP 600 – Emergency Response Procedures

The following sections are omitted:

Section 613.00 (613.00-613.05) All sections Company Evolutions

Section 617.00 (617.00-617.03) All sections Digital Combustion Training Program

7. DFR MOP 700 – Code of Conduct

The following sections are omitted:

Section 701.00 Entire section Oath of Office

Section 710.00 Section 710.17 Award Bars

8. DFR MOP 800 – Vehicles, Facilities and Equipment

The following section is omitted:

Section 802.05 Entire section Care of Lawn and Landscapes

9. DFR MOP 900 – Inspection and Life Safety Education

Omit all sections.

Standard Operating Procedures (SOP)

1. DFR SOP 100 – Emergency Medical Services (EMS)

The following sections are omitted:

Section 102.00	(102.00-102.07) All sections	Patient Assessment and Documentation
Section 103.03	Entire section	Equipment
Section 107.00	Entire section	Physician Coordination in the Out-of-Hospital Setting
Section 109.00	(109.00-109.05) All sections	Equipment
Section 110.00	(110.00-110.11) All sections	Transports
Section 114.00	(114.00-114.03) All sections	Dallas/Fort Worth Airports
Section 116.00	(116.00-116.09) All sections	Certification and Recertification
Section 117.00	(117.00-117.06) All sections	Inventory
Section 123.00	(123.00-123.15) All sections	Special Events
Section 128.00	Entire section	Aeroclave RDS 3110 Decontamination Unit

2. DFR SOP 100 – Emergency Response Bureau (ERB)

The following section is omitted:

Section 102.00 Entire section Shift Safety Chief (832)

Special Apparatus and Equipment 401.00

The following sections are omitted:

Section 401.00	Section E.	Foam Application Support Truck (FAST) 1-6
Section 401.00	Section H.	Holmatro Tool 1-2

3. DFR SOP 100 – Special Operations Procedures (SOPS)

Aircraft Rescue and Fire Fighting (ARFF) 101.00

The following sections are omitted:

Section 101.01 Entire section Initial ARFF Program

Section 101.02	Entire section	Assignment to the ARFF Program
Section 101.03	Entire section	ARFF Recurrent Training Requirements
Section 101.04	Entire section	ARFF Apparatus Qualification
Section 101.05	Entire section	Pre-Assigned Monthly ARFF Recurrent Training
Section 102.01	Entire section	Entry into the ARFF Program
Section 102.02	Entire section	ARFF Training Records
Section 102.03	Entire section	ARFF Monikers
Section 102.04	Entire section	Release for Daily ARFF Staffing
Section 102.05	Entire section	Restriction from Daily ARFF Staffing
Section 102.06	Entire section	Return from Extended Absence
Section 103.02	Entire section	Operational Readiness & Inventory Inspection
Section 103.03	Entire section	ARFF Apparatus Maintenance and Repairs
Section 104.06	Entire section	Daily ARFF Oversight at DAL

Hazardous Materials Response (HazMat) 200.00

[The following sections are omitted:](#)

Section 205.00	Entire section	Certification Levels
Section 206.00	Entire section	Certification and Continued Education Training of HazMat Technicians
Section 207.00	Entire section	Equipment
Section 209.00	Entire section	Medical Surveillance HMRT Personnel
Section 215.00	(215.00-215.05) All sections	Foam Application Support Truck (FAST)

Marine 1 300.00

[The following sections are omitted:](#)

Section 304.00	Entire section	Training
Section 306.00	Entire section	Uniform

Urban Search and Rescue (USAR) 400.00

[The following section is omitted:](#)

Section 410.00	Entire section	Training Requirements
----------------	----------------	-----------------------

Water Rescue 500.00

[The following sections are omitted:](#)

Section 503.00	Entire section	Position Descriptions and Training
Section 506.00	(506.00-506.05) All sections	Training
Section 507.00	Entire section	Reports
Section 509.00	Entire section	Equipment

Grass and Wildland Fire Operations 601.00

[The following sections are omitted:](#)

Section 603.00	(603.00-603.02) All sections	Team Membership
Section 604.00	Entire section	Qualifications
Section 605.00	Entire section	Task Book Procedures
Section 606.00	Entire section	Classroom Training
Section 607.00	Entire section	Assignments

Section 608.00	(608.00-608.02) All sections	Team Activation Process
Section 610.00	Entire Section	Physical Fitness

Activation of Personnel 700.00

The following sections are omitted:

Section 700.04	Entire section	Training
Section 700.05	Entire section	General Activation Procedures

Technical Publications

1. **DFR Elevator and Escalator Rescue Training Lesson (2008)**
No omissions.
2. **DFR Hydrant Maintenance System Training Lesson (2016)**
No omissions.

City of Dallas Publications

1. **City of Dallas Personnel Rules (2024)**
The following sections are omitted:
Article I. General Provisions
Article II. Compensation
Article IV. Benefits
Article VII. Wage Supplementation
2. **City of Dallas Chapter 12A Code of Ethics**
Article II.

The following sections are omitted:

Section 12A-9	Entire section	ETHICS TRAINING
Section 12A-10	Entire section	DISSEMINATION OF CODE OF ETHICS
Section 12A-11	Entire section	ETHICS PLEDGE

Article III.

The following section is omitted:

Section 12A-21(a)	Entire section	City Officials
-------------------	----------------	----------------

Article IV.

The following section is omitted:

Section 12A-28	Entire section	RESTRICTIONS ON LOBBYING
----------------	----------------	--------------------------

Article V.

The following sections are omitted:

Section 12A-40	Entire section	FINANCIAL DISCLOSURE REPORT
Section 12A-41	Entire section	SHORT FORM ANNUAL REPORT
Section 12A-45	Entire section	VIOLATION OF REPORTING

Article VII. LEGAL COUNSEL

The entire section is omitted.

Article VIII. ETHICS ADVISORY COMMISSION

The entire section is omitted.

Article IX.

The following sections are omitted:

Section 12A-53	Entire section	HEARING PROCEDURES
Section 12A-54	Entire section	DISPOSITION OF COMPLAINT

Article X. ENFORCEMENT, CULPABLE MENTAL STATE, AND PENALTIES

The entire section is omitted.

Article XI. ADMINISTRATIVE PROVISION

The entire section is omitted.

3. **Administrative Directive (AD) 3-63 Workplace Violence**
No omissions.
4. **AD 3-61 Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure**
No omissions.

Non-Departmental Technical Publications

1. **The book of search**, Firehouse Vigilance (Hardcover). Independently published (November 28, 2024). ISBN-13: 979-8345899892.
No omissions.
2. **Building construction the firefighter's battlespace**, Vincent Dunn (Hardcover) Independently published (March 18, 2022). ISBN-13: 979- 8326299000.
No omissions.
3. **Firefighting operations in high-rise and standpipe-equipped buildings**. David M. Mcgrail (Hardcover). Copyright 2007. Pennwell Corporation. ISBN-13: 978-1-59370-054-6.
The following chapters are omitted:

Chapter 8	Pages 127-132	Hoseline Selection
Chapter 9	Pages 143-163	Nozzle Selection
Chapter 10	Pages 165-179	The Standpipe Equipment Kit
Chapter 18	Pages 295-311	Air Support Operations
Chapter 20	Pages 321-339	Preparing for Battle

Management Publications

1. **Incident management for the street-smart fire officer, 2nd Edition**, John F. (Skip) Coleman. Copyright 2008. Pennwell Corporation. ISBN: 978-1-59370-150-5.
No omissions.
2. **Extreme ownership: How U.S. Navy SEALs lead and Win**, Jocko Willink. St. Martin's Press; 1st edition (November 21, 2017). ISBN-13: 978-1250183866.
No omissions.

Note: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/ AMENDMENTS/ CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER OCTOBER 22, 2025, WILL NOT BE INCLUDED IN THE EXAMINATION.