



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

SENIOR FIRE PREVENTION OFFICER (44014)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, AUGUST 5, 2025 AT 10:00 A.M.

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

AT CIVIL SERVICE DEPARTMENT EXAM ROOM

1500 MARILLA ST. 1C-SOUTH

DALLAS, TX 75201

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Senior Fire Prevention Officer: Fire Prevention Officers who have **completed two (2) years of service as a fire prevention officer, and are not on probation for any reason**, shall be eligible to test for promotion to Senior Fire Prevention Officer. Therefore, those who meet the eligibility requirement by **August 5, 2025**, may compete on this examination (Civil Service Rules – Rule 4, Section 4.4 (a) (7)).

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, May 7, 2025
- Application closes: Friday, June 6, 2025 at 11:59pm

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 June 20, 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.

NO EXCEPTIONS.

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

Senior Fire Prevention Officer Promotional Process

This promotional process consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached (**Appendix A**).

Candidates must pass the written examination to be eligible for promotion.

The multiple-choice examination will contribute **100%** to a candidate's overall promotional score.

Additional information regarding the written exam will be provided in the **Written Exam Orientation Manual** and accompanying **video**, which will be distributed by June 20, 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 June 30, 2025**.

ADA Accommodation Requests

Candidates requiring accommodation under the Americans with Disabilities Act (ADA) for the written examination must submit a written request to the Civil Service Department at civilserviceinfo@dallas.gov by Monday, July 7, 2025.

Source List Information

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

Important Dates

Date	Event
Part I: Written Exam	
<i>May 7, 2025</i>	Application period opens
<i>June 6, 2025</i>	Application period closes
<i>June 20, 2025</i>	Eligibility for written exam sent from Civil Service Office
<i>June 20, 2025</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>July 7, 2025</i>	Due date for all ADA accommodation requests for the written exam
<i>August 5, 2025</i>	Written exam administered
<i>August 8, 2025</i>	Preliminary written exam scores emailed from Civil Service Offices
<i>August 11-14, 2025</i>	Written exam item review period (candidates may appeal test items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>August 15 & 18, 2025</i>	Written exam item comment period (candidates may make comments on appealed items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>August 20, 2025</i>	Final scores emailed from Civil Service Offices.

APPENDIX A

Source List for 2025 Senior Fire Prevention Officer 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 Acknowledgements, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions.

Dallas Fire-Rescue Department Manual of Procedures (MOPs):

1. Dallas Fire-Rescue Manual of Procedures (MOPs) **200 – Administration**

All sections except:

Omit the following:

- Section 201.00 Entire section Awards and Recognition
- Section 202.00 Entire section Computer Equipment Procurement
- Section 205.00 Entire section Financial Services
- Section 206.00 Entire section Information Technology (IT) Policy

2. Dallas Fire-Rescue Manual of Procedures (MOPs) **300 – Department Operations**

All sections except:

Omit the following:

- Section 303.00 Entire section Explorer Program
- Section 304.00 Entire section Critical Incident Stress Management
- Section 306.00 Entire section Funeral Procedures
- Section 310.00 Entire section Logo Program
- Section 315.00 Entire section Radio Communications
- Section 317.00 Entire section Street Access & Development
- Section 318.00 Entire section US Flags
- Section 321.00 Entire section Adopt-A-Station Program

3. Dallas Fire-Rescue Manual of Procedures (MOPs) **400 – Pay and Personnel**

All sections except:

Omit the following:

- Section 406.06 Entire section Special Operations
- Section 406.07 Entire section Emergency Medical Services
- Section 424.04 Entire section Staffing Requirements
- Section 424.05 Entire section Leave Balancing Procedures
- Section 424.06 Entire section Leave Scheduling Procedures

4. Dallas Fire-Rescue Manual of Procedures (MOPs) **500 – Internal Investigations and Discipline**

All sections except:

Omit the following:

- Section 511.00 Entire section Forms

5. Dallas Fire-Rescue Manual of Procedures (MOPs) **600 – Emergency Response Procedures**

All sections except:

Omit the following:

- Section 601.03 Entire section Emergency Response, EMS, and Special Operations Bureau
- Section 603.00 Entire section Fire Hydrant Preventative Maintenance Program
- Section 604.00 Entire section Care of Fire Hose
- Section 605.00 Entire section Watch Duty
- Section 606.00 Entire section After Action Reports
- Section 611.00 Entire section Recall of Off-Duty Personnel
- Section 612.00 Entire section Pre-Incident Planning
- Section 615.00 Entire section Near Miss Reporting
- Section 616.00 Entire section Sub Calls (Trade Time)
- Section 617.00 Entire section Digital Combustion Training Procedures

6. Dallas Fire-Rescue Manual of Procedures (MOPs) **700 – Code of Conduct**

All sections except:

Omit the following:

- Section 701.00 Entire section Oath of Office
- Section 710.06 Entire section Painting Uniform
- Section 710.07 Entire section Station Maintenance & Physical Fitness Workout Attire
- Section 710.17 Entire section Award Bars
- Section 710.19 Entire section Non-Uniformed Personnel Appearance Standards

7. Dallas Fire-Rescue Manual of Procedures (MOPs) **800 – Vehicles, Facilities and Equipment**

All sections except:

Omit the following:

- Section 801.00 Entire section Vehicles
- Section 802.00 Entire section Facilities
- Section 803.00 Entire section Equipment
- Section 805.00 Entire section Station Activity and Facility and Apparatus Cleanliness Policies
- Section 806.00 Entire section Fire Stations and Apparatus Security
- Section 807.00 Entire section Personal Protection Ensemble – Selection Care and Maintenance

Standard Operating Procedures (SOPs)

1. Dallas Fire-Rescue Standard Operating Procedures (SOPs) 600 – Fire Investigation and Explosive Ordnance Disposal (ARSON)

All sections except:

Omit the following:

Section 604.00	B. 4.	Arrests
Section 606.00	C. 1.	Determining Cause and Origin
Section 606.00	C. 2.	Determining Cause and Origin
Section 606.00	E. 3.	Evidence
Section 606.00	E. 5.	Evidence
Section 609.00	A - F	Case Management
Section 609.00	H. 2.	Monitoring
Section 611.00	C. 2.e.	Day investigators - Schedule
Section 611.00	D. 2.e.	Shift investigators - Schedule
Section 612.00	G. 4.b.i.	Body Cameras - Procedure
Section 612.00	G. 4.b.c.	Body Cameras - Procedure
Section 615.00	A. 3.	Hireback and Overtime Procedures - General Provisions
Section 616.00	Holidays- A.	Holidays - Definitions
Section 617.00	Entire section	Forms

2. Dallas Fire-Rescue Standard Operating Procedures (SOPs) 900 – Inspections & Life Safety Education (ILSE)

No omissions

City of Dallas Publications

1. Dallas City Code Chapter 12A Code of Ethics

No omissions

2. City of Dallas Personnel Rules (09/18/2024)

All sections except:

Omit the following:

Article I.	General Provisions
Article II.	Compensation
Article IV.	Benefits
Article VII.	Wage Supplementation

3. Administrative Directive (AD) 3-61 Prohibition of Workplace Harassment and Complaint Procedure (09/01/2008)

No omissions

4. Administrative Directive (AD) 3-63 Workplace Violence (07/20/2012)

No omissions

Technical Publications

1. Dallas Fire Code (2021 International Fire Code with Dallas amendments)

All sections except:

Omit the following:

Chapter 8: Interior Finish, Decorative Materials and Furnishings

Chapter 21: Dry Cleaning

Chapter 22: Combustible Dust-Producing Operations

Chapter 25: Fruit and Crop Ripening

Chapter 26: Fumigation and Insecticidal Fogging

Chapter 27: Semiconductor Fabrication Facilities

Chapter 29: Manufacture of Organic Coatings

Chapter 30: Industrial Ovens

Chapter 36: Marinas

Chapter 37: Combustible Fibers

Chapter 51: Aerosols

Chapter 62: Organic Peroxides

Chapter 63: Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids

Chapter 65: Pyroxylin (Cellulose Nitrate) Plastics

2. Kirk's Fire Investigation (2017). David J. Icové Ph.D. PE Gerald A Haynes, Brady Fire, Eighth Edition.
ISBN: 978-0134237923

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 MAY 7, 2025, WILL NOT BE INCLUDED IN THE EXAMINATION.