

**CHIEF OF OPERATIONS
STUDY GUIDE**

A written examination for the class of **CHIEF OF OPERATIONS** to be administered in **ST. TAMMANY F.P.D. #11** on **SEPTEMBER 1, 2015**, will consist of approximately **112** 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 administrative principles used to effectively manage a fire and emergency services organization, including management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management, including applicable provisions of civil service law; financial management; and managing equipment, property, and supplies, including purchasing.</p>	29.5%
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-management practices, including preparation, content, format, and control, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.</p>	5.4%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.</p>	5.4%
<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>	18.8%
<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>	6.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIREGROUND COMMAND</p> <p>Knowledge of fireground command procedures sufficient to direct emergency scene operations, train employees, and to supervise subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; hazardous materials; and maintaining fireground communications.</p>	<p>26.8%</p>
<p>FIRE PREVENTION AND INVESTIGATION</p> <p>Knowledge of life safety codes sufficient to enforce codes; and fire prevention and investigation procedures sufficient to train subordinates and perform the duties related to pre-fire planning, fire inspections, and fire investigation, including securing of fire scene to prevent the removal or damage of evidence; and to testify in court.</p>	<p>8.0%</p>

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 written 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.

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

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.

Chief Officer, 2nd ed., 2004.

Fire and Emergency Services Instructor, 7th ed., 2006.

Fire and Emergency Services Company Officer, 4th ed., 2007.

Fire Inspection and Code Enforcement, 6th ed., 1998.

Fireground Support Operations, 1st ed., 2002.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

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

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

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

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.