ASSISTANT CHIEF OF FIRE PREVENTION
STUDY GUIDE

A written examination for the class of **ASSISTANT CHIEF OF FIRE PREVENTION** to be administered in **HAMMOND** on **NOVEMBER 13, 2014,** 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
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	8.6%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	9.5%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	9.5%
FIRE INVESTIGATION Knowledge of the procedures for conducting a fire investigation and for determining the cause of a fire, including deciding what may be considered unusual at a fire scene; char and burn patterns; factors affecting fire spread; determination of point of origin and probable cause of a fire; reconstruction of the fire scene; estimation of loss or damage caused by the fire; interview and interrogation procedures; law enforcement procedures related to fire investigations; and collection of evidence, including fire scene photography.	9.5%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	6.7%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
BUILDING CONSTRUCTION Knowledge of building construction in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	6.7%
FIRE RECORDS, REPORTS, AND CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, control, format, and retention, and of the information gathering process and procedures for completing required reports or producing required correspondence, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.	6.7%
FIRE PROTECTION AND WATER SUPPLY SYSTEMS Knowledge of sprinklers and standpipe systems, water supply systems, portable fire extinguishers, and fire alarm devices and systems, including evaluation of the operational readiness of the systems, proper installation and location of system components and devices, and maintenance of systems.	4.8%
PUBLIC FIRE EDUCATION Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.	11.4%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with other agencies, and the public, the media, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	10.5%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including performing duties requiring interpretation of laws and policy and planning operations to handle fire prevention problems or enhance division programs; and financial management.	10.5%
SUPERVISION 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.	5.7%

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

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

Fire Inspection and Code Enforcement, 6th ed., 1998.
Fire and Life Safety Educator, 2nd ed., 1997.
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.

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.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

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.