

**TRAINING OFFICER I
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER I** to be administered in **JEFFERSON PARISH F.P.D.** on **FEBRUARY 17, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<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>	33.0%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, fire streams, ventilation, rescue, first aid, fire attack, safety, and hazardous materials.</p>	28.0%
<p>WATER SUPPLY AND PUMP OPERATIONS</p> <p>Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.</p>	8.0%
<p>TOOLS AND EQUIPMENT</p> <p>Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, hoses, ladders, extinguishers.</p>	16.0%
<p>FIRE PREVENTION AND INVESTIGATION</p> <p>Knowledge of fire prevention and investigation procedures sufficient to train departmental employees in performing fire inspections; investigations, and collecting information for pre-fire planning.</p>	10.0%
<p>INFORMATION MANAGEMENT</p> <p>Knowledge of effective records-keeping practices, and the procedures necessary to organize and analyze data from polls, surveys, or information gathering devices.</p>	5.0%

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

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

- Fire and Emergency Services Instructor, 7th ed., 2006.
- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.
- Fireground Support Operations, 1st ed., 2002.
- Introduction to Fire Origin and Cause, 3rd ed., 2005.
- Fire Inspection and Code Enforcement, 6th ed., 1998.

OTHER RECOMMENDED PUBLICATIONS:

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.

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.