

**ASSISTANT CHIEF TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **ASSISTANT CHIEF TRAINING OFFICER** to be administered in **SHREVEPORT** on **MAY 20, 2015**, will consist of approximately **108** 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.</p>	13.9%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, ventilation, salvage and overhaul, and hazardous materials.</p>	19.4%
<p>WATER SUPPLY AND PUMP OPERATIONS</p> <p>Knowledge of water supplies and pump operations sufficient to train departmental employees in pump operations; nozzle and hose handling, and fire streams.</p>	8.3%
<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, ropes, ladders, extinguishers, and driving and operating fire fighting apparatus, tools, and equipment.</p>	4.6%
<p>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</p> <p>Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.</p>	8.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>SAFETY</p> <p>Knowledge of the procedures to develop and implement a safety program for the department, and of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.</p>	4.6%
<p>FIRE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective fire service management, involving researching, planning, organizing, and directing departmental operations of the training division; and making recommendations on departmental purchases.</p>	16.7%
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.</p>	5.6%
<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>	19.4%

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

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.
Fire and Emergency Services Instructor, 7th ed., 2006.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fire Service First Responder, 1st ed., 2000.
Fireground Support Operations, 1st ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

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

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.