

**CHIEF TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **CHIEF TRAINING OFFICER** to be administered in **SHREVEPORT** on **MAY 20, 2015**, will consist of approximately **110** 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>	6.4%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of size-up of an emergency scene, fire fighting, forcible entry, nozzle and hose handling, fire streams, ventilation, rescue, fire attack, safety, hazardous materials, and salvage and overhaul.</p>	18.2%
<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; hydraulics; and sprinkler and standpipe systems.</p>	6.4%
<p>TOOLS AND EQUIPMENT</p> <p>Knowledge of the care, operation, and correct uses of all fire department apparatus, tools and equipment, in order to train department employees in the use of protective breathing apparatus, ladders, extinguishers and the driving and operating of apparatus/equipment, in order to efficiently perform their duties at the scene of an emergency.</p>	6.4%
<p>FIRE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective fire service management, involving management theory and organizational behavior; researching, planning, organizing, and directing departmental operations and personnel management; and performing courtroom testimony.</p>	20.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the management, maintenance, and purchasing of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.</p>	10.0%
<p>FINANCIAL MANAGEMENT</p> <p>Knowledge of the financial management and planning processes of a public agency, including budget preparation, bookkeeping procedures, and overseeing the expenditure of budgeted funds.</p>	5.5%
<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, to maintain discipline; and to train department personnel in the performance of these functions.</p>	19.1%
<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>	8.2%

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.
Chief Officer, 2nd ed., 2004.
Fire Hose Practices, 8th ed., 2004.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.

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.

OTHER RECOMMENDED PUBLICATIONS:

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.
NOTE: Available 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.