

**TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **ST. BERNARD PARISH FPD #1-2** on **JANUARY 7, 2015**, 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 implementing an effective training program, including serving as an instructor.</p>	23.0%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, nozzle and hose handling, breathing apparatus, rescue, and first aid.</p>	27.0%
<p>HYDRAULICS & PUMP OPERATIONS</p> <p>Knowledge of pump operations, hydraulics, and driving techniques sufficient to train department employees in these areas.</p>	14.0%
<p>SAFETY</p> <p>Knowledge of procedures used to demonstrate safety equipment and to determine if department personnel are using equipment as demonstrated. Knowledge of all departmental safety guidelines sufficient to take charge of safety practices at the scene of a fire or emergency.</p>	14.0%
<p>MANAGEMENT</p> <p>Knowledge of the principles required to recommend policies, goals, and objectives of the training division. Knowledge of public relations practices sufficient to answer questions for the public about operations of the fire department.</p>	13.0%
<p>RECORDS/REPORTS</p> <p>Knowledge of effective records-management and practices, including preparation and content, and knowledge of effective report preparation procedures requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence.</p>	9.0%

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.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire Department Safety Officer, 1st ed., 2001.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
Fire Service First Responder, 1st ed., 2000.

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.