

**FIRE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **FIRE LIEUTENANT** to be administered in **JEFFERSON PARISH F.P.D.** on **OCTOBER 24, 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>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 train subordinates; to resolve conflicts; to maintain discipline; and maintenance of equipment and property.</p>	38.0%
<p>RECORDS/REPORTS</p> <p>Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.</p>	10.0%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.</p>	7.0%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground command procedures sufficient to direct, perform, or supervise emergency scene operations, including performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; and identifying, assisting, or directing the handling of hazardous materials.</p>	35.0%
<p>FIRE PREVENTION AND INVESTIGATION</p> <p>Knowledge of fire prevention procedures and pre-fire planning inspections in order to collect information and become familiar with information which may become important in a fire or emergency situation; and knowledge of fire investigation procedures sufficient to recognize, secure, collect, and label evidence of arson; and to testify in court.</p>	10.0%

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):

- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Fire and Emergency Services Instructor, 7th ed., 2006.
- Fire and Emergency Services Company Officer, 4th ed., 2007.

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.

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.