



**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computerized Testing Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Fire Department who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Captain (Fire); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least two years.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

#### **REQUIREMENTS TO BE PROMOTED:**

**Education Requirement:** In order to be eligible for promotion to Battalion Chief (Fire), you must possess a Baccalaureate degree awarded by a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA"). You must submit all official documents and proof required to qualify to the FDNY's Tenure Office at least four weeks prior to the date of promotion. Foreign education must be evaluated by an approved Foreign Evaluation Service. This evaluation must be completed prior to the submission of these credits to the FDNY's Tenure Office in order to meet the educational requirement for promotion.

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**PROBATIONARY PERIOD:** The probationary period for Battalion Chiefs (Fire) promoted as a result of this examination is twelve months.

**THE TEST:** You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass this test. If you pass the multiple-choice test, your score on this test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%.

Only passing candidates will be credited with Seniority and Departmental Awards and, if applicable, Veterans' Preference credit.

**The Written Test Description:** The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of tasks of a Battalion Chief (Fire). Task Categories to be tested are as follows: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management:Operational Procedures, Strategies and Tactics; Communications; Monitoring, Follow-Up and Other Associated Activities; Evaluation, Inspection and Violation Recognition; Fire Prevention Administrative Activities; Community/Human Relations; Personnel Management and Supervisory Duties; Investigations; and Reports, Record Keeping and General Office Duties.

The test will include questions which may require mastery of technical knowledge based on such materials as: Firefighting Procedures Manual (Complete Set); Fire Tactics and Procedures Manual including Hazmat 1-15 and Emergency Response Plans (excluding Addendum 1: Biological Agents Chapters 2-10); Operational Procedures at Emergencies (Steam and Water Rescue only) All Unit Circulars (excluding 8, 162, 163, 164, 189, 205, 244, 248, 262, 273, 303, 308, 311, 318, 319, 324, 327, 333, 335, 341 and 356); All Boro Circulars (excluding 3/86, 7/87, 21/87, 4/88, 6/88, 7/88, 7/91, 4/93, 3/94 and 10/94); Evolutions (excluding 2, 3, 4, 13, 16, and 22); Communications Manual; Incident Command Manual (Chapters 1 and 2 only); Safety Bulletins; Training Bulletins (excluding Apparatus C-2, L-7, P-2, P-3; Addendums 1 -7 of Emergency 1; Fire 1 and 3; Rope 5, 7, 8; and Tools 1, 10, 11, 20, 21, 22, 26 and 28); Uniform Filing System; Marine Manual; Regulations of the Uniformed Force; Manual of Requisitions and Payrolls; PA/ID Circulars; Guide to Company Journal Entries; Department Orders 10/1/12 - 10/1/13; Building Construction for the Fire Service - Third Edition by Francis L. Brannigan; Collapse of Burning Buildings, A Guide to Fire Ground Safety by Vincent Dunn 2<sup>nd</sup> Edition 2010; Mayor's Executive Order No. 16 of 1978, as Amended; and BISP Manual Chapter 2 (excluding addendums 1, 2, 3, 4 and Appendix A, B, C, D, E) Chapter 3; Chapter 4 (excluding Addendums 1, 2, 3, 5); and Chapter 5.

The test will also include questions which may require use of any of the following abilities:

**Judgement and Decision Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning and Organizing, Judgement and Decision-Making are typically applied over a shorter time frame.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks.

**Adaptability/Flexibility:** Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

**Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**SENIORITY AND AWARDS:**

**Method of Computing Seniority:** Use the following chart to determine the score for seniority for permanent service in the eligible title of Captain (Fire), subject to the conditions below:

<u>If your date of Permanent Appointment to Captain (Fire) is:</u>	<u>You Will Receive:</u>	<u>If your date of Permanent Appointment to Captain (Fire) is:</u>	<u>You Will Receive:</u>
12/8/13 or after .....	not eligible	9/8/08 - 12/7/08 .....	80.000 percent
9/8/13 - 12/7/13 .....	70.000 percent	6/8/08 - 9/7/08 .....	80.250 percent
6/8/13 - 9/7/13 .....	70.500 percent	3/8/08 - 6/7/08 .....	80.500 percent
3/8/13 - 6/7/13 .....	71.000 percent	12/8/07 - 3/7/08 .....	80.750 percent
12/8/12 - 3/7/13 .....	71.500 percent	9/8/07 - 12/7/07 .....	81.000 percent
9/8/12 - 12/7/12 .....	72.000 percent	6/8/07 - 9/7/07 .....	81.250 percent
6/8/12 - 9/7/12 .....	72.500 percent	3/8/07 - 6/7/07 .....	81.500 percent
3/8/12 - 6/7/12 .....	73.000 percent	12/8/06 - 3/7/07 .....	81.750 percent
12/8/11 - 3/7/12 .....	73.500 percent	9/8/06 - 12/7/06 .....	82.000 percent
9/8/11 - 12/7/11 .....	74.000 percent	6/8/06 - 9/7/06 .....	82.250 percent
6/8/11 - 9/7/11 .....	74.500 percent	3/8/06 - 6/7/06 .....	82.500 percent
3/8/11 - 6/7/11 .....	75.000 percent	12/8/05 - 3/7/06 .....	82.750 percent
12/8/10 - 3/7/11 .....	75.500 percent	9/8/05 - 12/7/05 .....	83.000 percent
9/8/10 - 12/7/10 .....	76.000 percent	6/8/05 - 9/7/05 .....	83.250 percent
6/8/10 - 9/7/10 .....	76.500 percent	3/8/05 - 6/7/05 .....	83.500 percent
3/8/10 - 6/7/10 .....	77.000 percent	12/8/04 - 3/7/05 .....	83.750 percent
12/8/09 - 3/7/10 .....	77.500 percent	9/8/04 - 12/7/04 .....	84.000 percent
9/8/09 - 12/7/09 .....	78.000 percent	6/8/04 - 9/7/04 .....	84.250 percent
6/8/09 - 9/7/09 .....	78.500 percent	3/8/04 - 6/7/04 .....	84.500 percent
3/8/09 - 6/7/09 .....	79.000 percent	12/8/03 - 3/7/04 .....	84.750 percent
12/8/08 - 3/7/09 .....	79.500 percent	12/7/03 or earlier .....	85.000 percent

**Conditions:**

Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Captain (Fire) shall be given appropriate credit.

**Note:** See "EFFECTS OF A BREAK OF SERVICE " section, below.

**Departmental Awards:** Use the following chart to determine the credit to be added for department awards:

<u>For each of the following awards:</u>	<u>Add the following:</u>
Roll of Merit, Class 1 .....	1.500 percent
Roll of Merit, Class 2 .....	1.000 percent
Roll of Merit, Class 3 .....	0.500 percent
Service Rating A .....	0.250 percent
Service Rating B .....	0.125 percent
Unit Citation .....	0.063 percent
Pre-Hospital Save .....	0.063 percent

**Terms and Conditions Governing Credit for Departmental Awards:**

- a. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted and passes probation. Credit for an award will not be split between two promotion exams. If a candidate previously reached the maximum on seniority and departmental awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.
- b. Credit for awards must be used by candidates at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest awards will be credited first.
- c. Only departmental awards which have actually been granted on or before the date of the multiple-choice test will be credited. Any additional credit earned for awards beyond the maximum may be granted in a subsequent promotion examination, except for awards given partial credit as indicated in "a" above.

The maximum score attainable for seniority and the above departmental awards is 100 percent.

Seniority and departmental awards, and Veteran's Preference Credit will be awarded only to those candidates who pass the multiple-choice test.

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

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For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)