

<b>ALBUQUERQUE FIRE DEPARTMENT</b>	<b>Promotional Examination Reading List</b>
<b>Standard Operating Guidelines</b>	<b>Directive 12</b>
<b>FIRE CHIEFS EXECUTIVE DIRECTIVES</b>	<b>09/05</b> <b>Page 1 of 7</b>

## **PROMOTIONAL EXAMINATION READING LISTS**

### **PURPOSE:**

The Joint Labor Management Testing Committee has developed the Promotional Examination Reading Lists to provide AFD personnel adequate time to study for promotional examinations. These lists will be in effect until December 31, 2008.

The following will serve as the official reading lists for all Albuquerque Fire Department promotional examinations for a three (3) year period. Changes to these lists will only be made for a new or updated COA/AFD policies and procedures or new editions of the outside reading materials. Any additions to the outside reading material will be made at least one (1) year prior to the affected promotional examination.

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- **SUPPRESSION DRIVER READING LIST:**

- Outside Reading:

- Pumping Apparatus Driver Operator Handbook 1<sup>st</sup> Edition, (1999) IFSTA
  - *Omit Chapters: 7, 8, 9 and 16*
- Aerial Apparatus Driver Operator Handbook 1<sup>st</sup> Edition, (2000) IFSTA
  - *Omit Chapters: 8 and 10*
- Safety and Survival on the Fireground 1<sup>st</sup> Edition, (1992) Vincent Dunn, Fire Engineering Books and Videos

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fireground
- SOG #4 EMS Protocols: B-1 through B-17; P-7, P-8, P-10, P-11, P-14, P-15, P-18, P-19, P-21, P-22, P-27, P-30, P-34; Appendix B – Mass Casualty Incidents; Appendix D – Interagency Interaction Guidelines
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 & 4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
  - 8-13 E-Mail Usage Policy

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- **RESCUE DRIVER READING LIST:**

- Outside Reading:

- Pumping Apparatus Driver Operator Handbook 1<sup>st</sup> Edition, (1999) IFSTA
  - *Omit Chapters: 7, 8, 9 and 16*
- Aerial Apparatus Driver Operator Handbook 1<sup>st</sup> Edition, (2000) IFSTA
  - *Omit Chapters: 8 and 10*
- Safety and Survival on the Fireground 1<sup>st</sup> Edition, (1992) Vincent Dunn, Fire Engineering Books and Videos

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fire ground
- SOG #4 EMS Protocols: (ALL)
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 &4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
  - 8-13 E-Mail Usage Policy

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- **SUPPRESSION LIEUTENANT READING LIST:**

- Outside Reading:

- Fire Officer's Handbook of Tactics 3<sup>rd</sup> Edition, (2005) John Norman, Pennwell, Fire Engineering Books and Video
- Building Construction Related to the Fire Service 2<sup>nd</sup> Edition, (1999) IFSTA
- Safety and Survival on the Fireground 1<sup>st</sup> Edition, (1992) Vincent Dunn, Fire Engineering Books and Videos
- Responding to Routine Emergencies 1<sup>st</sup> Edition, (1999) Frank C. Montagna, Fire Engineering Books and Video
- Fire Officer: Principles and Practice, (2006) International Association of Fire Chiefs, National Fire Protection Association, Jones and Bartlett

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fireground
- SOG #4 EMS Protocols: B-1 through B-17; P-7, P-8, P-10, P-11, P-14, P-15, P-18, P-19, P-21, P-22, P-27, P-30, P-34; Appendix B – Mass Casualty Incidents; Appendix D – Interagency Interaction Guidelines
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #7 Merit System Ordinance: Section 3-1-24
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #9 Fire Chiefs Directives: 1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 16, 17, 20, 21, 22, 23, 24, 25, 27, 29, 30
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 &4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
  - 8-13 E-Mail Usage Policy

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- **PARAMEDIC LIEUTENANT READING LIST:**

- Outside Reading:

- Fire Officer's Handbook of Tactics 3<sup>rd</sup> Edition, (2005) John Norman, Pennwell, Fire Engineering Books and Video
- Building Construction Related to the Fire Service 2<sup>nd</sup> Edition, (1999) IFSTA
- Safety and Survival on the Fireground 1<sup>st</sup> Edition, (1992) Vincent Dunn, Fire Engineering Books and Videos
- Responding to Routine Emergencies 1<sup>st</sup> Edition, (1999) Frank C. Montagna, Fire Engineering Books and Video
- Fire Officer: Principles and Practice, (2006) International Association of Fire Chiefs, National Fire Protection Association, Jones and Bartlett

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fireground
- SOG #4 EMS Protocols: (ALL)
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #7 Merit System Ordinance: Section 3-1-24
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #9 Fire Chiefs Directives: 1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 16, 17, 20, 21, 22, 23, 24, 25, 27, 29, 30
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 &4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
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- CAPTAIN READING LIST:

- Outside Reading:

- • Fire Officer's Handbook of Tactics 3<sup>rd</sup> Edition, (2005) John Norman, Pennwell, Fire Engineering Books and Video
- • Building Construction Related to the Fire Service 2<sup>nd</sup> Edition, (1999) IFSTA
- • Responding to Routine Emergencies 1<sup>st</sup> Edition, (1999) Frank C. Montagna, Fire Engineering Books and Video
- 5 • Fire Department Incident Safety Officer 1<sup>st</sup> Edition, (1999) Dave W. Dodson, Delmar
- 1 • Fire Service Personnel Management 2<sup>nd</sup> Edition, (2005) Steven T. Edwards, Brady
- 1 • Incident Management for the Street-Smart Fire Officer 1<sup>st</sup> Edition, (1997) John "Skip" Coleman, Fire Engineering Books and Video

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fireground
- SOG #4 EMS Protocols: B-1 through B-17; P-7, P-8, P-10, P-11, P-14, P-15, P-18, P-19, P-21, P-22, P-27, P-30, P-34; Appendix B – Mass Casualty Incidents; Appendix D – Interagency Interaction Guidelines
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #7 Merit System Ordinance: Section 3-1-24
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #9 Fire Chiefs Directives: 1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 16, 17, 20, 21, 22, 23, 24, 25, 27, 29, 30
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 & 4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
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- **COMMANDER READING LIST:**

- Outside Reading:

- Fire Officer's Handbook of Tactics 3<sup>rd</sup> Edition, (2005) John Norman, Pennwell, Fire Engineering Books and Video
- Building Construction Related to the Fire Service 2<sup>nd</sup> Edition, (1999) IFSTA
- Fire Service Personnel Management 2<sup>nd</sup> Edition, (2005) Steven T. Edwards, Brady
- Managing Major Fires 1<sup>st</sup> Edition, (2004) John "Skip" Coleman, Fire Engineering Books and Video
- First In Last Out, (2004) John Salka, Portfolio

- AFD/COA Reading:

- SOG #1 Rules of Conduct
- SOG #2 Staffing Management Guidelines
- SOG #3 Standard Operating Guidelines for the Fireground
- SOG #4 EMS Protocols: B-1 through B-17; P-7, P-8, P-10, P-11, P-14, P-15, P-18, P-19, P-21, P-22, P-27, P-30, P-34; Appendix B – Mass Casualty Incidents; Appendix D – Interagency Interaction Guidelines
- SOG #5 IAFF Contract
- AFD Disciplinary Guidelines and Resource Manual
- SOG #7 Merit System Ordinance: Section 3-1-24
- SOG #8 Personnel Rules and Regulations:
  - 204 FD Promotional Procedures
  - 301 Code of Conduct
  - 310 Employment Outside the City Service
  - 311 Prohibitions
  - 312 Special Requirements for Licensing and Certificates
  - 900 Mediation/Disciplinary Actions/Grievance Resolution and Appeal
- SOG #9 Fire Chiefs Directives: 1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 16, 17, 20, 21, 22, 23, 24, 25, 27, 29, 30
- SOG #10 Executive/Administrative Instructions
  - 4-11 City Operator Permit Policy
  - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 &4
  - 7-2 (Revision 2) Injury Time
  - 7-17 Light Duty/Modified Work Program
  - 7-18 Harassment/Sexual Harassment Policy
  - 7-22 Violence in the Workplace and Domestic Violence Policies
  - 8-12 Internet Usage Policy
  - 8-13 E-Mail Usage Policy