

Chapter VIII Training and Education

Subject 3 Promotional Reference Lists

803.01 Objective

- A. To provide a list of reference materials used by the City of Cincinnati in writing promotional examinations.

803.03 Reference Committee

- A. A committee comprised of Fire Department members of different ranks will meet on occasion to discuss and recommend changes to the current reference lists,
- B. This committee will be chaired by the District Chief assigned to the Fire Training Center.
- C. All committee recommendations will be submitted to the Fire Chief for approval.
- D. The Fire Chief will have the final decision on all Reference Committee recommendations. After modifying recommendations, the Fire Chief can present the recommendations to the Human Resourced Divisions.

803.05 Edition and Printing

- A. All reference material will be the latest edition or printing.

803.07 Hydraulics Questions

- A. All hydraulic questions will be taken from the CFD Drill Manuals.

803.09 FAO-II REFERENCE LIST

A. The following list of reference books shall be used for FAO II promotional examinations:

CLOSED BOOK

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| 1. CFD Drill Manual (Basic Training Supplement) | CFD |
| 2. CFD Apparatus Operator's Manual | CFD |
| 3. General Orders | CFD |
| 4. Procedures/Operations Manual | CFD |
| 5. Fire Apparatus Driver/Operator (Jones and Bartlett) | IAFC/NFPA |
- Chapter 4 Water
- Chapter 5 The Fire Pump
- Chapter 8 Performing Fire Apparatus Check-out and Maintenance
- Chapter 9 Driving Fire Apparatus
- Chapter 10 Emergency Vehicle Driving
- Chapter 11 Fireground Operations
- Chapter 13 Relay Pump Operations
- Chapter 14 Foam
- Chapter 15 Apparatus Equipped with an Aerial Device
- Chapter 18 Testing, Maintaining, and Troubleshooting Aerial and Tiller Apparatus
- Chapter 19 Performance Testing

OPEN BOOK

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| 6. Report Manual | CFD |
| 7. Current Union Contract (City of Cincinnati/Local 48) | |
| 8. Administrative Regulations | City of Cincinnati |
- a. #31 Operation of City and Personal Vehicles on City Business
- b. #46 City Vehicular Safety Policy
- c. #52 City of Cincinnati- Substance Abuse Policy

803.11 FIRE SPECIALIST/INVESTIGATOR REFERENCE LIST

A. The following list of reference books shall be used for Fire Specialist/Investigator promotional examinations.

CLOSED BOOK

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|--|-----------------|
| 1. Building Construction for the Fire Service | Brannigan |
| 2. Fire Protection System Testing Guidelines | CFD |
| 3. CFD General Orders | CFD |
| 4. Fundamentals of Fire Fighter Skills | Jones & Barlett |
| 5. Kirk's Fire Investigations | Dehaan |
| 6. Investigation of Motor Vehicle Fires | Lee S. Cole |
| 7. CFD Procedures/Operations Manual | CFD |
| 8. NFPA 1033 Standard for Professional Qualification for Fire Investigation. | |
| 9. NFPA 921 | |
| 10. Fire Behavior | Quintere |
| 11. Scientific Protocols for Fire Investigation | Lentini |

OPEN BOOK

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|--|--|
| 12. Current Union Contract (City of Cincinnati/Local 48) | |
| 13. Administrative Regulations | City of Cincinnati |
| a. #04 | Legal Opinions and Document Review |
| b. #13 | Travel Outside of Cincinnati on City Business |
| c. #22 | Affirmative Action Policy Statement |
| d. #25 | Policy Statement on Sexual Harassment |
| e. #31 | Operation of City and Personal Vehicles on City Business |
| f. #33 | Monthly Transportation Plans: Automobile Allowances and City Vehicle Usage |
| g. #46 | City Vehicular Safety Policy |
| h. #49 | Policy on Violence in the Workforce |
| i. #51 | Usage of Private Vehicles and Take-Home City Vehicle Policy |
| j. #52 | City of Cincinnati-Substance Abuse Policy |

803.13 FIRE SPECIALIST/FIRE PREVENTION REFERENCE LIST

- A. The following list of reference books shall be used for Fire Specialist/Fire Prevention promotional examinations.

CLOSED BOOK

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|--|----------------------------|
| 1. Building Construction for the Fire Service | Brannigan |
| 2. Fire Protection Systems Testing Guidelines | CFD |
| 3. CFD General Orders | CFD |
| 4. NFPA 220 Standard on Types of Building Construction | |
| 5. CFD Procedures/Operations Manual | CFD |
| 6. Fire Prevention: Inspection and Code Enforcement | David Diamantes |
| 7. Introduction to Fire Protection | Robert Klinoff (Hardcover) |

OPEN BOOK

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|---|--|
| 8. Current Union Contract (City of Cincinnati/Local 48) | City of Cincinnati/Local 48 |
| 9. NFPA 72 National Fire Alarm Code | |
| 10. Cincinnati Prevention Code | |
| 11. Ohio Fire Code | |
| 12. Administrative Regulations | City of Cincinnati |
| a. #04 | Legal Opinions and Document Review |
| b. #13 | Travel Outside of Cincinnati on City Business |
| c. #22 | Affirmative Action Policy Statement |
| d. #25 | Policy Statement on Sexual Harassment |
| e. #31 | Operations of City and Personal Vehicles on City Business |
| f. #33 | Monthly Transportation Plans: Automobile Allowances and City Vehicle Usage |
| g. #46 | City Vehicular Safety Policy |
| h. #49 | Policy on Violence in the Workplace |
| i. #51 | Usage of Private Vehicles and Take-Home City Vehicle Policy |
| j. #52 | City of Cincinnati- Substance Abuse Policy |

803.14 FIRE LIEUTENANT REFERENCE LIST

A. The following list of reference books shall be used for Lieutenant promotional examinations.

CLOSED BOOK

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|---|---------------------|
| 1. CFD Drill Manual (Basic Training Supplement) | CFD |
| 2. General Orders | CFD |
| 3. Procedures/Operations Manual | CFD |
| 4. Fire Officer's Principles and Practices | IAFC/NFPA |
| 5. Safety and Survival on the Fire Ground | Dunn |
| 6. Fire Officer's Handbook of Tactics | Norman |
| 7. Fire Ground Size Up | Terpak |
| 8. Building Construction for the Fire Service | Brannigan |
| 9. Southwestern Ohio EMS Protocol | Academy of Medicine |

- A101 – Initiating a Medical / Telemetry Call
- A104 – Control of Emergency Medical Service at Scene of Emergency
- A105 – Determination of Death / Termination of CPR
- A106 – Do Not Resuscitate Orders in the Field
- A107 – Pre Hospital Communication
- SB200 – Clinical Standards Practice
- SB201 – Altered Level of Consciousness
- SB202 – Symptom Based Respiratory Distress
- SB203 – Symptom Based Chest Pain
- SB204 – Cardiac Arrest
- SB210 – Trauma Patient Assessment and Transport Guidelines
- SB211 – Guideline for Assessment of Adult Trauma Patients
- SB212 - Guideline for Assessment of Pediatric Trauma Patients
- SB213 - Guideline for Assessment of Geriatric Trauma Patients
- SB214 – SW Ohio Pre Hospital Trauma Triage Decision Tree
- C308 – Traumatic Cardiac Arrest
- M407 – Psychiatric Protocol
- M408 – Restraint Protocol
- S503 – Imminent Delivery (Child Birth)
- T704 – Spinal Immobilization
- T705 – Airway Protocol
- T712 – Taser / Conducted Energy Weapon Emergencies

- Appendix D – Chemical Agent Exposure
- Appendix E – Transport of the Contaminated Patient
- Appendix F – Management of Mass Casualty Incidents
- Appendix G – Jump S.T.A.R.T. (Rapid Pediatric Triage System)
- Appendix H – Adult Quick Reference
- Appendix I – Pediatric Quick Reference

OPEN BOOK

10. Cincinnati Fire Prevention Code	CFD
11. Current Union Contract (City Of Cincinnati/Local48)	City of Cincinnati/Local 48
12. Human Resources Policies and Procedures	City of Cincinnati
13. Administrative Regulations	City of Cincinnati
14. Report Manual	CFD
15. Supervisors Guide to Discipline	City Of Cincinnati
16. Fire Department Performance Rating Manual	City of Cincinnati

803.17 FIRE CAPTAIN REFERENCE LIST

A. The following list of reference books shall be used for Fire Captain promotional examinations.

CLOSED BOOK

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|---|-----------------------------|
| 1. General Orders | CFD |
| 2. Procedures/Operations Manual | CFD |
| 3. Fire Officer's Principals and Practices | IAFC/NFPA |
| 4. Fire Officer's Handbook of Tactics | Norman |
| 5. Building Construction for the Fire Service | Brannigan |
| 6. Hazardous Materials Managing the Incident | Fire Protection Publication |
| 7. Fire Ground Size Up | Terpak |
| 8. Fire Department Incident Safety Officer | Dodson |
| 9. Safety and Survival on the Fire Ground | Dunn |
| 10. Southwestern Ohio EMS Protocol | Academy of Medicine |
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- A101 – Initiating a Medical / Telemetry Call
 - A104 – Control of Emergency Medical Service at Scene of Emergency
 - A105 – Determination of Death / Termination of CPR
 - A106 – Do Not Resuscitate Orders in the Field
 - A107 – Pre Hospital Communication
 - SB200 – Clinical Standards Practice
 - SB201 – Altered Level of Consciousness
 - SB202 – Symptom Based Respiratory Distress
 - SB203 – Symptom Based Chest Pain
 - SB204 – Cardiac Arrest
 - SB210 – Trauma Patient Assessment and Transport Guidelines
 - SB211 – Guideline for Assessment of Adult Trauma Patients
 - SB212 - Guideline for Assessment of Pediatric Trauma Patients
 - SB213 - Guideline for Assessment of Geriatric Trauma Patients
 - SB214 – SW Ohio Pre Hospital Trauma Triage Decision Tree
 - C308 – Traumatic Cardiac Arrest
 - M407 – Psychiatric Protocol
 - M408 – Restraint Protocol
 - S503 – Imminent Delivery (Child Birth)
 - T704 – Spinal Immobilization
 - T705 – Airway Protocol

- T712 – Taser / Conducted Energy Weapon Emergencies
- Appendix D – Chemical Agent Exposure
- Appendix E – Transport of the Contaminated Patient
- Appendix F – Management of Mass Casualty Incidents
- Appendix G – Jump S.T.A.R.T. (Rapid Pediatric Triage System)
- Appendix H – Adult Quick Reference
- Appendix I – Pediatric Quick Reference

OPEN BOOK

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|--|-----------------------------|
| 11. Cincinnati Fire Prevention Code | CFD |
| 12. Current Union Contract (City of Cincinnati/Local 48) | City of Cincinnati/Local 48 |
| 13. Human Resources Policy and Procedures | City of Cincinnati |
| 14. Administrative Regulations (All) | City of Cincinnati |
| 15. Report Manual | CFD |
| 16. Supervisor's Guide to Discipline | City of Cincinnati |
| 17. Fire Department Performance Rating Manual | City of Cincinnati |

803.19 DISTRICT CHIEF REFERENCE LIST

A. The following list of reference books shall be used for District Chief promotional examinations.

CLOSED BOOK

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|--|-----------------------------|
| 1. Procedures/Operations Manual | CFD |
| 2. General Orders | CFD |
| 3. Hazardous Materials-Managing the Incident | Fire Protection Publication |
| 4. Managing Fire Services | ICMA |
| 5. Structural Firefighting | Klaene and Sander |
| 6. Safety and Survival on the Fire Ground | Dunn |
| 7. Collapse of Burning Buildings | Dunn |
| 8. Fire Department Incident Safety Officer | Dodson |
| 9. Firefighting Operations | McGrail |
| In High Rise and Standpipe- Equipped Buildings | |

OPEN BOOK

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|--------------------------------|--|
| 10. Administrative Regulations | City of Cincinnati |
| a. #01 | Policy and Procedure for use of Administrative Regulations |
| b. #04 | Legal Opinions and Document Review |
| c. #05 | Policy Regarding Use of Public Buildings |
| d. #13 | Travel Outside of Cincinnati on City Business |
| e. #17 | Flying of Flags During Periods of Mourning |
| f. #18 | Removal of City-Owned Personal Property |
| g. #22 | Affirmative Action Policy Statement |
| h. #25 | Policy Statement on Sexual Harassment |
| i. #31 | Operation of City and Personal Vehicles on City Business |
| j. #33 | Monthly Transportation Plans: Automobile Allowances and City Vehicle Usage |
| k. #34 | Emergency Acquisitions |
| l. #41 | The American with Disabilities Act |
| m. #44 | Residency of City EMPLOYEES |
| n. #46 | City Vehicular Safety Policies |

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- o. #49 Policy on Violence in the Workplace
 - p. #51 Usage of Private Vehicles and Take-Home City Vehicle Policy
 - q. #52 City of Cincinnati- Substance Abuse Policy

- 11. Human Resources Policy and Procedures City of Cincinnati
- 12. Current Union Contract (City of Cincinnati/Local 48) City of Cincinnati/Local 48
- 13. Report Manual CFD
- 14. Fire Department Performance Rating Manual City of Cincinnati
- 15. Supervisor's Guide to Discipline City of Cincinnati