



**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 Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot; and
- (2) has served as a permanent Firefighter in the Fire Department for a period of at least three years; and
- (3) 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.

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

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department), or Pilot as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently either:

- (1) in the title of Firefighter in the Fire Department for at least five years; or
- (2) in the title of Firefighter in the Fire Department for at least four years **and** in the title of Police Officer in the New York City Police, Transit Police or Housing Authority Police departments for at least one year;

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

**EDUCATION REQUIREMENT:** In order to be eligible for promotion to Fire Marshal, you must possess at least thirty (30) college-level semester credits awarded by an accredited college or university. 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.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, you must have a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

**Medical and Psychological Requirements:** Medical and psychological guidelines have been established for the position of Fire Marshal (Uniformed). You will be examined to determine whether you can perform the essential functions of the position of Fire Marshal (Uniformed). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

**Drug Testing:** You will be tested for drug use prior to promotion, during Academy Training and at other times during your probationary period as a Fire Marshal. You may again be drug tested on a random basis after your probationary period is completed.

**Police Officer Status:** Fire Marshal (Uniformed) is defined as a Police Officer position in the New York State Criminal Procedure Law. Therefore, you must be eligible to serve as a Police Officer and qualify for firearms usage. Police Officer eligibility and firearms qualification and authorization must be maintained for the duration of employment.

**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. Your score on the multiple-choice test will determine 50% of your final score. Your seniority will determine the remaining 50%. You must pass the multiple-choice test to have your seniority credited.

The multiple-choice test is designed to assess certain abilities and technical knowledge determined to be important to the performance of the tasks of a Fire Marshal (Uniformed). Task categories to be tested are as follows: Initial Preparation and Investigation, Fire Scene Investigation, Criminal Investigation, Arrest Procedure, Legal/Court, and Administrative Responsibilities and Duties.

The test will include questions requiring mastery of technical knowledge based on such materials as Regulations (Chapters 8, 11, 25, 26), All Unit Circulars (202, 317), Safety Bulletins (1, 4, 7, 27, 34), Firefighting Procedures (Vacant Building Fires, Taxpayer Fires), Training Bulletins (Arson 1), Communications Manual (Chapter 8, 10), PA/ID Manual (1-80, 1-84, 1-94, 3-75, 6-84), and Mayor's Executive Order No. 16 of 1978, as amended.

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

**Written Comprehension:** understanding written sentences and paragraphs.

**Written Expression:** using English words or sentences in writing so that others will understand.

**Memorization:** remembering information, such as words, numbers, pictures, and procedures.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers.

**Inductive Reasoning:** combining separate pieces of information to form general rules or conclusions. Inductive Reasoning involves the ability to think of possible reasons for why things go together.

**Information Ordering:** following correctly a given rule or set of rules to arrange things or actions in a certain order. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. Problem Sensitivity includes being able to identify the whole problem as well as the elements of the problem.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you.

**Warning:** 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 use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, 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 seniority for permanent service in the eligible title or titles, subject to the conditions below.

<b><u>If Your Date of Permanent Appointment to Firefighter is:</u></b>	<b><u>You will receive:</u></b>
02/02/11 or after .....	Not Eligible
11/02/10 - 02/01/11 .....	73.000%
08/02/10 - 11/01/10 .....	73.250%
05/02/10 - 08/01/10 .....	73.500%
02/02/10 - 05/01/10 .....	73.750%
11/02/09 - 02/01/10 .....	74.000%
08/02/09 - 11/01/09 .....	74.250%
05/02/09 - 08/01/09 .....	74.500%
02/02/09 - 05/01/09 .....	74.750%
11/02/08 - 02/01/09 .....	75.000%

**Conditions:**

Service in titles other than the eligible titles 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 Firefighter or other eligible title shall be given appropriate credit.

**Note:** See “FORMER POLICE SERVICE” section, and “EFFECTS OF A BREAK IN SERVICE” section, below.

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

<u>For Each Award:</u>	<u>Add the following:</u>
Roll of merit, Class 1 .....	1.500%
Roll of merit, Class 2 .....	1.000%
Roll of merit, Class 3 .....	0.500%
Service rating A .....	0.250%
Service rating B .....	0.125%
Unit Citation .....	0.063%
Pre-Hospital Save .....	0.063%

**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 Department 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 the candidate 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 written test will be credited.

The maximum credit attainable for seniority and departmental awards is 100%. Seniority and Awards and Veteran's Preference Credits will be awarded only to those candidates who pass the multiple-choice test. Any additional credit earned for awards beyond the maximum may be granted in subsequent promotion examination, except for awards given partial credit as indicated in "a" above.

**FORMER POLICE SERVICE:** Any member of the uniformed force of the Fire Department who was appointed on or prior to April 9, 2006, and who, immediately prior to his or her appointment to the position of Firefighter, has served as a member of the Police Force in the New York City Police Department (in accordance with Section 15 - 111a of the New York City Administrative Code), the New York City Housing Authority Police Department, or the New York City Transit Police Department (in accordance with Section 15 - 111.1 of the New York City Administrative Code), shall have such time counted as service in the eligible title(s) in the Fire Department in determining promotion eligibility and seniority credit, provided the pension fund contribution required by Section 15 - 111a of the New York City Administrative Code is made.

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to take the examination, 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.

**ADDITIONAL INFORMATION:**

**Probationary Period:** The probationary period for Fire Marshals (Uniformed) promoted as a result of this examination is twelve months. However, the probationary period may be extended for an additional six (6) months for any reason in accordance with civil service rules and regulations.

**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.

---

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 available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing and Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70392; Fire Service.

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