

EXHIBITS:

- 1. FDNY Dept Order 24, Supplement 14 (3/6/98) Notice of Exam-Deputy Chief**
- 2. FDNY Dept Order 71, Supplement 41 (7/9/99) Clarification of Educational Requirements for Tenure (Promotion to Lt., Capt., BC, and DC)**
- 3. PA/ID 1-97 (4/6/01) and Addendum 1 (9/10/01)**
- 4. DCAS Posting for FDNY Recruits**
- 5. FDNY Dept. Order 12 (2/14/03)**
- 6. PA/ID 1/97 (12/28/04)**
- 7. O’Gara transcript from St. Regis.**
- 8. Victor Herbert Letter to O’Gara.**
- 9. St. Regis University Letter**



FIRE DEPARTMENT • CITY OF NEW YORK



Department Order No. 24

Supplement No. 14, March 6, 1998

2.1.1

NOTICE OF EXAMINATION

PROMOTION TO DEPUTY CHIEF (FIRE)

Exam No. 6514

Amended Notice (February 18, 1998)

WHEN TO APPLY: From: December 3, 1997 To: December 23, 1997	Application Fee: \$60.00 Payable only by Money Order to D.C.A.S. (DOP)
The Test Date: Multiple-choice test expected to be held on Saturday, April 18, 1998.	

The Notice of Examination is amended to provide the Written Test Description and set the pass mark.

WHAT THE JOB INVOLVES: Deputy Chiefs (Fire), under general direction, with latitude for independent judgment, are responsible for and supervise the firefighting operations, fire prevention activities, administration and training of units within a Division; are responsible for the efficient management of programs to achieve department goals and objectives; or perform assignments equivalent to those described.

(This is a brief description of what you might do in this position and does not include all the duties of this position).

THE SALARY: The current minimum salary is \$79,272 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to City of New York, Department of Citywide Administrative Services, Application Section, 18 Washington Street, New York, NY 10004 by mail only. Applications will not be accepted in person.

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. is permanently (not provisionally) employed in the title of Battalion Chief (Fire); and
2. is not otherwise ineligible.

You may be given the test before a review of your eligibility.

No eligible will be promoted until (s)he has served at least one year as a Battalion Chief (Fire) and has satisfactorily completed the probationary period.

EDUCATION REQUIREMENT: Probationary Deputy Chiefs must have accumulated 40 college credits by the end of the probationary period. The 40 college credits must have been earned as the result of the satisfactory completion of course work at an accredited college or university. Please note that any member who has completed PONSJ accredited courses may submit these transcripts for consideration to fulfill some or all of the college credit requirements. Appointees must present all the official documents and proof required to qualify to the Fire Department's Tenure Office within the Bureau of Personnel one month prior to the end of the one year probationary period.

PROBATIONARY PERIOD: The probationary period for Deputy Chiefs promoted as a result of this examination is twelve months. However, the probationary period may be extended for an additional six months if the education requirement has not been met, or for any other reason in accordance with civil service rules and regulations.

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.

THE TEST: You will be given a multiple-choice test. Your score on this test will determine 60% of your final score. Your seniority and awards will determine the remaining 40%.

The pass mark on the multiple-choice test will be the score of the 60th highest scoring candidate plus ties, and is based on the projected staffing needs of the New York City Fire Department. 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 the tasks of a Deputy 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 Administration Activities; 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 (complete set); All Unit Circulars; All Boro Circulars; Evolutions; Communications Manual; Incident Command System Manual; Safety Bulletins; Safety Messages; Training Bulletins; Uniform Filing System; Marine Manual; Time and Payroll Manual; Regulations of the Uniform Force; Manual of Requisitions and Payrolls; PA/ID Manual; CPR/CFR-D Manual (excluding Chapter 8); Guide to Company Journal Entries; Department Orders; Fire Prevention Manual; Rules of the City of New York (pertaining to the Fire Department); Collapse of Burning Buildings by Vincent Dunn; Fire Prevention Code; Housing and Maintenance Code of the City of New York; The New York City Building Code, Chapter 27 (Old Ch. 26); New York State Multiple Dwelling Law; New York State Labor Law (Factories, Loft Buildings, etc.); Handbook of Fire Protection; Building Construction for the Fire Service by Francis L. Brannigan; Right to Know Manual; Pass It On Program; Fire Tactics and Procedures – Hazardous Materials Manual; High Rise/Fire and Life Safety by John T. O'Hagan; Command Chief Circulars; and Mayor's Executive Order No. 16 of 1978, as amended. Questions may address any of the following areas: Fire/ Emergency Size-Up and Evaluation; Fire/Emergency Management – Procedures, Strategies, and Tactics; Communications; Monitoring, Follow-Up, and Other Associated Activities; Evaluation, Inspections, and Violation Recognition; Fire Prevention Administrative Activities; Community and Human Relations; Personnel Management and Supervisory Duties; and Reports, Record Keeping, and General Office Activities.

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

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

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

SENIORITY AND AWARDS:

Method Of Computing Seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title(s).

If Your Date of Permanent Appointment to the eligible title(s) is:	You Will Receive:	If Your Date of Permanent Appointment to the eligible title(s) is:	You Will Receive:
4/19/98 or after	not eligible	1/19/93 – 4/18/93	75.000 percent
1/19/98 – 4/18/98	70.000 percent	10/19/92 – 1/18/93	75.500 percent
10/19/97 – 1/18/98	70.250 percent	7/19/92 – 10/18/92	76.000 percent
7/19/97 – 10/18/97	70.500 percent	4/19/92 – 7/18/92	76.500 percent
4/19/97 – 7/18/97	70.750 percent	1/19/92 – 4/18/92	77.000 percent
1/19/97 – 4/18/97	71.000 percent	10/19/91 – 1/18/92	77.500 percent
10/19/96 – 1/18/97	71.250 percent	7/19/91 – 10/18/91	78.000 percent
7/19/96 – 10/18/96	71.500 percent	4/19/91 – 7/18/91	78.500 percent
4/19/96 – 7/18/96	71.750 percent	1/19/91 – 4/18/91	79.000 percent
1/19/96 – 4/18/96	72.000 percent	10/19/90 – 1/18/91	79.500 percent
10/19/95 – 1/18/96	72.250 percent	7/19/90 – 10/18/90	80.000 percent
7/19/95 – 10/18/95	72.500 percent	4/19/90 – 7/18/90	80.500 percent
4/19/95 – 7/18/95	72.750 percent	1/19/90 – 4/18/90	81.000 percent
1/19/95 – 4/18/95	73.000 percent	10/19/89 – 1/18/90	81.500 percent
10/19/94 – 1/18/95	73.250 percent	7/19/89 – 10/18/89	82.000 percent
7/19/94 – 10/18/94	73.500 percent	4/19/89 – 7/18/89	82.500 percent
4/19/94 – 7/18/94	73.750 percent	1/19/89 – 4/18/89	83.000 percent
1/19/94 – 4/18/94	74.000 percent	10/19/89 – 1/18/89	83.500 percent
10/19/93 – 1/18/94	74.250 percent	7/19/88 – 10/18/88	84.000 percent
7/19/93 – 10/18/93	74.500 percent	4/19/88 – 7/18/88	84.500 percent
4/19/93 – 7/18/93	74.750 percent	4/18/88 or earlier	85.000 percent

Service during the above time periods that is not continuous may result in lower seniority credit. No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Service in the title of Battalion Chief (Fire) shall be given appropriate credit.

Awards: Use the following chart to determine the credit to be added for Department Awards:

For each Award:	Add the Following:
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

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. 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 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 score 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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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 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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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:

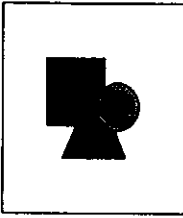
1. compulsory attendance before a public body;
2. on- the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, parent, sibling or child;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative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

To request a make-up test, contact the Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

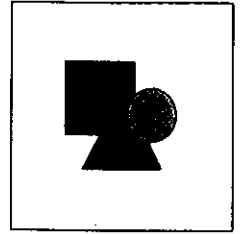
The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70365; Fire Service



FIRE DEPARTMENT • CITY OF NEW YORK
Department Order No. 71, with Supplement No. 41
July 9, 1999



1.1 With regret, the Department announces the death of retired Captain *Nicholas A. Fazio* (Pension No. R-8400-0), appointed June 19, 1944, retired January 4, 1982, formerly of M-9, residing in Yonkers, NY, which occurred on June 14, 1999.

1.2 With regret, the Department announces the death of retired Captain *John J. Varecha* (Pension No. R-2198-0), appointed January 1, 1947, retired February 14, 1970, formerly of BFI, residing in North Babylon, NY, which occurred on June 26, 1999.

1.3 With regret, the Department announces the death of retired Firefighter *John G. Kelly* (Pension No. R-5081-0), appointed November 16, 1955, retired April 24, 1976, formerly of E-265, residing in Casselberry, FL, which occurred on July 1, 1999.

1.4 With regret, the Department announces the death of retired Lieutenant *Dennis G. Chianese* (Pension No. R-5935-0), appointed February 1, 1957, retired November 30, 1976, formerly of L-135, residing in Sound Beach, NY, which occurred on July 3, 1999.

1.5 With regret, the Department announces the death of retired Firefighter *Andrew C. Kress* (Pension No. R-863-0), appointed September 16, 1942, retired March 10, 1963, formerly of LSS, residing in Middle Village, NY, which occurred on July 4, 1999.

2.1 SUPPLEMENT TO DEPARTMENT ORDER

The following Supplement to Department Order No. 71 is forwarded to all units:
 Supplement No. 41, relative to "D.A.R.T-Disaster Assistance Response Team"

2.2 1999 TUTTLEMONDO/DOLNEY FUND SCHOLARSHIPS

The winners of the 1999 Tuttlemondo/Dolney Fund scholarships are:

Winner	Parent
Dean Schneckenburger	FF. Larry Schneckenburger, L-120
Kurt Johnson	FF. Edward Johnson, D-15

2.3 CLARIFICATION OF EDUCATIONAL REQUIREMENTS FOR TENURE (PROMOTION TO LT, CAPT, BC, AND DC)

PAID 1-97 dated May 15, 1997, entitled *Education Requirements for Tenure*, and Addendum 2 dated May 15, 1997, entitled *Accreditation of FDNY Fire Academy Courses*, will be revised to further clarify the educational requirements for tenure. Please note the following:

- Only by attending an accredited college or university can a member earn Continuing Educational Units (CEUs). (This is contrary to information you may have previously received.)
- The PONSI organization has recommended to colleges/universities that many of our courses receive CEUs because PONSI has evaluated them to be college level courses.
- Neither PONSI nor the Fire Academy can grant continuing educational units; they can only be granted by an accredited institution, upon a member's enrollment and attendance at the school.
- The PONSI CEUs indicated for our courses are only recommendations; the schools/universities you attend may not grant you the maximum CEUs recommended by PONSI for each course, or some may exceed the recommendations.
- If you do not attend a college or university, and submit to the school a transcript from the Fire Academy you will not receive college credits for the courses you completed at the Fire Academy.

2.4 SPECIAL LEAVE OF ABSENCE WITHOUT PAY

A Special Leave of Absence Without Pay is granted to Firefighter *Anthony Castagna*, HM-1. Leave is effective 0900 hours, August 1, 1999, and will extend to 0900 hours, July 31, 2000.



EDUCATION REQUIREMENTS FOR PROMOTION

1. INTRODUCTION

- 1.1 To be considered for promotion to the rank of Fire Marshal, Lieutenant, Supervising Fire Marshal, Captain, Battalion Chief or Deputy Chief, members must meet the specific educational requirements for each rank one month prior to date of promotion.

2. EDUCATIONAL REQUIREMENTS

- 2.1 To be promoted to the rank of Fire Marshal, Lieutenant, Supervising Fire Marshal, Captain, Battalion Chief or Deputy Chief, members must meet the educational requirements indicated in Addendum 1 – Education Requirements For Promotion.
- 2.2 Failure to have fulfilled these educational requirements as required will prevent the member from being promoted.

3. PROCEDURES FOR OBTAINING PROMOTION

- 3.1 It is the responsibility of the member to be aware of the educational requirements of the rank to which the member wishes to be promoted and to have fulfilled those requirements no later than one month prior to the date of promotion.
- 3.2 To satisfy the specific educational requirements for promotion, the member must have attended an accredited college or university and obtained the required credits. Official proof of completion must be provided to the Bureau of Personnel no later than one month prior to the date of promotion.
 - 3.2.1 If the member has previously attended an accredited college or university and has the credits needed to meet the requirement for promotion, it is the member's responsibility to have the college/university forward an official transcript of courses taken and credits earned directly to the Bureau of Personnel.
 - 3.2.2 If the member wishes to have FDNY Fire Academy, EMS Academy or other training-related courses considered for college credit, the member must enroll at an accredited college or university. The college or university will determine which of these courses will be awarded college credit and how many credits should be awarded. The number of credits awarded may vary according to the college/university's policy. It is the member's responsibility to arrange for his/her official FDNY transcript to be submitted to the college or university he/she attends (see Section 5).

- 3.3 The Bureau of Personnel must receive the member's official college and/or university transcript(s) no later than one month prior to the scheduled date of promotion. This must be in the form of a sealed envelope from the college/university which contains the official transcript. Student copies are unacceptable.

4. NON-COLLEGIATE INSTRUCTION

- 4.1 Non-collegiate training programs that are offered by various organizations, including the FDNY, have been evaluated by the Program on Non-Collegiate Sponsored Instruction (PONSI) with college-level credit recommendations having been made. (See Addendum 2 – PONSI Accreditation of FDNY Courses.) Note that the American Council on Education (ACE) is also in the process of evaluating the training provided by FDNY, with ACE course evaluations and information about college-level credit recommendations to be issued at a future date.
- 4.2 Any member who wishes to use PONSI credit recommendations toward promotion requirements must first have their FDNY and/or other training accredited by a college or university.
- 4.3 It should be noted that PONSI proposes credit recommendations, but colleges and universities are under no obligation to honor them. It is the obligation of the member to discuss his/her FDNY training, life experience, previous professional training and/or coursework with an accredited college or university to determine the number of credits they are prepared to award.

5. REQUESTS FOR TRANSCRIPTS OR INFORMATION ON PROMOTION

- 5.1 Written requests for student copies of FDNY transcripts should be submitted to the Office of Fire and Life Safety at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY 11201. The member's name, rank, social security number, and/or job title must be included on all correspondence, which should be addressed "Attention Registrar".
- 5.2 If a member wishes to have an official FDNY transcript forwarded to a college or university, the written request must include the name and address of the school to which the transcript is to be forwarded. A five dollar check or money order made payable to the "FDNY Registrar" must accompany all transcript requests.
- 5.3 For additional information about promotion or tenure requirements, members can contact the Bureau of Personnel at 9 MetroTech Center.

BY ORDERS OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT



DCN: 2.02.06

PA/ID 1-97 ADDENDUM 1
September 10, 2001

IMPLEMENTATION SCHEDULE OF EDUCATION REQUIREMENTS FOR PROMOTION

Civil Service Title	Exams	Education Requirements	Exam	Education Requirements	Exam	Education Requirements
Lieutenant	Exam # 6516 List est. 9/23/98 Tent. list exp. 9/23/02	15 credits	Exam # 0540 List est. approx. 2002 (Usually 4 year list)	40 credits	Next subsequent Exam (Tent. est. date: 2006)	60 credits
Captain	Exam # 6518 List est. 3/29/99 Tent. list exp. 3/29/03	24 credits	Exam # 0546 List est. approx. 2003 (Usually 4 year list)	60 credits	Next subsequent Exam (Tent. est. date: 2007)	80 credits
Battalion Chief	Exam # 9541 List est. 10/25/00 Tent. list exp. 10/25/04	40 credits	Next subsequent Exam (Tent. est. date: 2004)	80 credits	Next subsequent Exam (Tent. est. date: 2008)	Bachelor's Degree
Deputy Chief	Exam # 6514 List est. 1/6/99 Tent. list exp. 1/6/03	40 credits	Next subsequent Exam (Tent. est. date: 2003)	80 credits	Next subsequent Exam (Tent. est. date: 2007)	Bachelor's Degree
Fire Marshal	Exam # 6517 List est. 10/21/99 Tent. list exp. 10/21/03	25 credits	Next subsequent Exam (Tent. est. date: 2003)	50 credits	Next subsequent Exam (Tent. est. date: 2007)	70 credits
Supervising Fire Marshal	Exam # 8523 List est. 3/18/01 Tent. list exp. 3/18/05	34 credits	Next subsequent Exam (Tent. est. date: 2005)	70 credits	Next subsequent Exam (Tent. est. date: 2009)	90 credits

NOTE: The above dates and credits are subject to change based on the needs and requirements of the Department, the administration of exams, and the subsequent establishment of lists.

BY ORDERS OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT

4



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

FIREFIGHTER

Exam No. 2043

Second Amended Notice (September 25, 2002)

WHEN TO APPLY: From: June 28, 2002 To: October 31, 2002
APPLICATION FEE: \$35.00

THE TEST DATE: Multiple-choice test, expected to be held on Saturday, December 14, 2002.

The Notice of Examination is amended to:

1. extend the end of the filing period from September 30, 2002 to October 31, 2002;
2. change the test date from November 23, 2002 to December 14, 2002; and
3. add references to online filing to the "HOW TO APPLY" and "SPECIAL TEST ACCOMMODATIONS" sections.

WHAT THE JOB INVOLVES: Under supervision, Firefighters assist in the control and extinguishment of fires, in providing pre-hospital emergency medical care, and in the enforcement of laws, ordinances, rules and regulations regarding the prevention, control and extinguishment of fires. Firefighters perform Fire Safety Education activities; perform inspections and related enforcement duties to assure compliance with provision of Fire Prevention Code and applicable section of Building Code, multiple Dwelling Code, Housing Maintenance Code, Labor Law and other laws, rules, regulations, within enforcement purviews of Fire Department; perform inspection of equipment and schedule as necessary the maintenance of various tools and equipment, including but not limited to S.C.B.A. power tools, company apparatus, and personal safety equipment; and perform related work.

Some of the physical activities performed by Firefighters and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods, while extinguishing fires; driving fire apparatus and other Department vehicles; climbing stairs, ladders and fire escapes; raising portable ladders; using forcible entry tools, such as axes, sledge hammers, power saws and hydraulic tools; searching for victims in smoke-filled hostile environments; carrying or dragging victims from dangerous locations; connecting, stretching and operating hose lines; locating hidden fire by feel and smell; providing medical assistance to injured or ill citizens; and providing control and mitigation of hazardous materials incidents, while wearing chemical protective clothing.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$32,724 per annum. This rate is subject to change. In addition, employees will receive holiday pay and night differential.

HOW TO APPLY: There are two ways to apply for this exam:

1. Online at the DCAS Website: If you wish to apply online, log on to Online-Apps at <http://www.nyc.gov/applyforexams>, and follow the on-screen application instructions for filling out any required forms and electronically submitting your application. Fees for applications submitted online are payable only with a valid credit card.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. **By mail:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form (s) that you must fill out. Return all completed form (s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007. Fees for applications submitted by mail are payable only by money order to D.C.A.S. (EXAMS).

Applications will not be accepted in person.

CFR-D REQUIREMENT: You will be required to possess Certified First Responder Certification with Defibrillation (CFR-D) by the end of your probationary period. This certification must be maintained for the duration of employment.

Note: If you do not possess a CFR-D at the time of appointment, you will be required to obtain CFR-D training at your own expense, either at a training program of your own choosing or a training program provided by FDNY. The training course provided by FDNY will cost \$775, although that cost is subject to change based upon the latest collective bargaining agreements regarding uniformed services salaries and the number of training hours in effect at the time of training. Upon successful completion of FDNY's CFR-D course and receipt of your CFR-D certificate, payroll deductions will commence at a rate of \$30 per pay period until the total cost is recouped by FDNY.

HOW TO QUALIFY:

Education and Experience Requirements: By the date of appointment, you must have

- (1) successfully completed 30 semester credits from an accredited college or university, or
- (2) a four year high school diploma or its educational equivalent and has completed two years of honorable full-time U.S. military service.

You may be given the test before we check your qualifications.

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. 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 Firefighter. Candidates will be examined to determine whether they can perform the essential functions of the position of Firefighter. Additionally, employees will be expected to continue to perform the essential functions of the position of Firefighter throughout their careers, and may therefore, be medically tested periodically throughout their careers. 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 Screening Requirement: You must pass a drug screening in order to be appointed. Drug tests will also be administered to all probationary Firefighters as part of the medical examination prior to the completion of probation.

Residency Requirement: The New York Public Officers Law requires that any person employed as a Firefighter in the Fire Department of New York be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam Counties.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

Citizenship Requirement: United States citizenship is required at the time of appointment.

Age Requirement: Pursuant to Section 54 of the New York Civil Service Law and Section 15-103 of the Administrative Code, you must be at least 17½ years of age by the end of the application period and you must not have reached your twenty-ninth birthday by the beginning of the application period to be eligible to take this examination. However, you must have reached your twenty-first birthday to be eligible for appointment.

Exception to the Age Requirement: All persons who were engaged in military duty as defined in Section 243 of the New York State Military Law may deduct from their actual age the length of time spent in such military duty provided the total deduction for military duty does not exceed six years.

Character and Background: Proof of good character and satisfactory background will be an absolute prerequisite to appointment. In accordance with provisions of law, persons convicted of a felony or who have received a dishonorable discharge from the Armed Forces are not eligible for appointment to this position.

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included in your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: There will be a written multiple-choice test, weight 50, and a physical test, weight 50. The pass mark for the written test will be determined after an analysis of the test results.

The written test is designed to test the candidate's ability to learn and to perform the work of a Firefighter. It may include questions involving the understanding of written language and information, using language to communicate information or ideas to other people, memorizing information, recognizing or identifying the existence of problems, applying general rules to specific situations, applying prioritized rules to specific situations, determining position or spatial orientation within a larger area, visualizing how objects or structures might appear from different perspectives or after changes, finding a rule or concept which fits or describes a situation, and other related areas.

The physical test will consist of a series of events designed to test the candidate's capacity to perform the physical aspects of a Firefighter's job. A more detailed description of the physical test will be made available at a later date. Candidates called to participate in the physical test will be required to pay an additional fee prior to taking the physical test and will be notified of the method of payment prior to the physical test. Failure to pay the additional application fee, in a timely manner, will result in disqualification from further participation in the examination. The additional application fee for the physical test will be waived for a New York City resident receiving public assistance who submits a clear photocopy of a current Health Card at the time of the physical test.

Candidates must pass the written test to be summoned for the physical test. Technical evidence to allow participation in the physical test may be required.

For candidates who pass both the written and physical tests, scores on the written and physical tests will be converted to standard scores. The standard score on each test will then be multiplied by the weight of that test, and these products will be added resulting in a combined weighted standardized score. Ranking of candidates will be based on this combined weighted standardized score. This combined weighted standardized score will then be transformed to scores between 70 and 100. Only those candidates who receive a score between 70 and 100 will be credited with Veterans' credit, if applicable, and New York City Residency credit, if applicable.

New York City Residency Credit: Five points will be added to the final exam score of those candidates who qualify for New York City Residency Credit. To be eligible for the residency credit, a candidate must achieve a passing score on both the written test and the physical test, and must maintain a continuous period of residency in New York City from March 1, 2003 through March 1, 2004. Candidates interested in seeking the residency credit will be given an opportunity to request the credit at the written examination. Candidates who pass the written test will also be provided with an opportunity to request the credit at the time of the physical test. In any event, all requests for the residency credit must be received by the Department of Citywide Administrative Services, Bureau of Examinations, 1 Centre Street, 14th floor, New York, NY 10007, in writing, prior to the establishment of the list.

Eligibility for the residency credit will be investigated by the Fire Department of New York. Candidates will be required to produce written verification of the candidate's New York City residency from March 1, 2003 through March 1, 2004. The documents presented must represent the period of time for which you are claiming City residency. Inability to produce the required verification of residence documents for the continuous period of residency will result in the forfeiture of the New York City Residency Credit and an adjustment in the final score. Documents that will be investigated to prove New York City residency will include, but are not limited to, a copy of a lease or mortgage in the candidate's name plus one of the following (also in the candidate's name): telephone bills; gas, electric or water utility bills; checking or savings account statements; cable TV bills; or credit card statements. The Fire Department of New York reserves the right to accept other documents, in lieu of the above, under special circumstances which validate various living arrangements, such as residing with parents, etc., as determined by the Department. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim New York City residency credit and who are determined to have intentionally misrepresented facts concerning New York City residency shall be disqualified and their names shall be removed from the eligible list, and they may be subject to criminal sanctions.

Legacy Credit: Five points will be added to the final score of those candidates who qualify for the "Legacy Credit." A candidate shall qualify for the "Legacy Credit" if his or her parent has died while engaged in the discharge of his or her duties as a uniformed member of the New York City Fire Department, New York City Police Department, New York City Transit Police Department, New York City Housing Authority Police Department, or New York City Department of Correction.

To be eligible for this credit, a candidate must achieve a passing score on both the written and the physical tests.

Candidates who pass the written test and are summoned to the physical test will be able to claim legacy credit at the physical test site. Candidates who become qualified for "Legacy Credit" by passing the physical test, but before the date the eligible list is established, can apply by writing to DCAS, Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007. Claims for "Legacy Credit" cannot be made once the eligible list is established. All such claims will be investigated.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the written test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and physical test, your name will be placed in 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Investigation: This position is subject to investigation before appointment. At the time of investigation, eligibles will be required to pay a \$50.00 fee for fingerprint screening.

At the time of investigation and at the time of appointment, eligibles must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements.

Any willful misstatement or failure to present any documents required for investigation will be cause for disqualification.

Probationary Period: The probationary period is 12 months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to complete successfully such training course, at the close of such training course, may be terminated by the agency head.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and

1. you are filing an application online, follow the on-screen instructions for
2. you are filing an application by mail, follow the instructions to be found on the "Application for Examination."

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 in the Applications Center at the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70310; Fire Service.

For information about other exams and your exam or list status, call 212-312-1357.
Internet: nyc.gov/html/does

5



FIRE DEPARTMENT • CITY OF NEW YORK

Department Order No. 12 with Supplements 13 & 14

February 14, 2003



1.1 With regret, the Department announces the death of retired Firefighter *Julio Desantis* (Pension No. R-802-0), appointed September 16, 1942, retired January 12, 1963, formerly of E-62, residing in Cambridge, NY, which occurred on January 12, 2003.

1.2 With regret, the Department announces the death of retired Firefighter *Gary M. Donnelly* (Pension No. R-18609-9), appointed June 1, 1983, retired December 22, 1999, formerly of E-314, residing in Oakdale, NY, which occurred on January 14, 2003.

1.3 With regret, the Department announces the death of retired Firefighter *John T. O'Rourke* (Pension No. F008883-0), appointed November 1, 1938, retired March 14, 1962, formerly of LSS, residing in Belle Harbor, NY, which occurred on January 15, 2003.

1.4 With regret, the Department announces the death of retired Firefighter *John J. Kelly* (Pension No. R-4362), appointed September 1, 1954, retired October 15, 1975, formerly of L-10, residing in Middleton, NJ, which occurred on January 15, 2003.

2.1 SUPPLEMENTS TO DEPARTMENT ORDER

The following Supplements to Department Order No. 12 are forwarded to all units:

- Supplement No. 13, relative to "Board of Merit"
- Supplement No. 14, relative to "Terrorism Awareness"

2.2 AMENDMENTS TO DEPARTMENT ORDERS

Paragraph 2.1.1 of Supplement No. 8 to Department Order No. 6, dated January 27, 2003, as it pertains to the Retirement date of Firefighter George T. Kline, E-70, is amended as follows:

Delete: 01-25-03 **Insert:** 01-29-03

Paragraph 2.1.1 and 2.1.2 of Supplement No. 12 to Department Order No. 11, dated February 10, 2003, as it pertains to the *Appointment of Probationary Firefighters*, is amended as follows:

Delete: Effective 0900 hours, January 27, 2003 **Insert:** Effective 0900 hours, February 2, 2003

Paragraph 2.1.1 of Supplement No. 10 to Department Order No. 9, dated February 5, 2003, as it pertains to the following members, is amended as follows:

Captain	Division	From Group	From Vacation	To Group	To Vacation
Joseph A. Ferrante	15	12 cov	D	12 cov	A
Robert McBride	15	5 cov	C	10 cov	C

2.3 EDUCATION REQUIREMENT FOR PROMOTION

All candidates for promotion that are submitting college credits earned at a foreign college or university in order to meet the educational requirement for promotion need to have the credits evaluated. The promotion desk has a list of approved foreign education evaluation services that will evaluate the credits that have been obtained from a foreign college or university. This evaluation must be performed before the promotion desk can verify if the candidate has the necessary college credits needed for promotion. To obtain the list of approved foreign education evaluation services, please call Debbie Croskey-Smith at 718-999-1181.

2.4 RECRUITMENT

The Department is experiencing a severe shortage of Firefighters in both Engine 70 and Ladder 53 on City Island in the Borough of the Bronx. Firefighters who submit transfer requests to these units will have their requests acted on immediately. Firefighters who would like to try a 30, 60 or 90-day detail to these units are also welcome.

2.5 T/S GROUP ASSIGNMENT

Effective 0900 hours, February 13, 2003, the following member is placed in the T/S group in his assigned unit.

Battalion Chief	Battalion
Jay Fischler	8

6



EDUCATION REQUIREMENTS FOR PROMOTION

1. INTRODUCTION

- 1.1 To be considered for promotion to the rank of Fire Marshal, Lieutenant, Supervising Fire Marshal, Captain, Battalion Chief or Deputy Chief, members must meet the specific educational requirements for each rank one month prior to date of promotion.

2. EDUCATIONAL REQUIREMENTS

- 2.1 To be promoted to the rank of Fire Marshal, Lieutenant, Supervising Fire Marshal, Captain, Battalion Chief or Deputy Chief, members must meet the educational requirements indicated in Addendum 1 – Education Requirements For Promotion.
- 2.2 Failure to have fulfilled these educational requirements as required will prevent the member from being promoted.

3. PROCEDURES FOR OBTAINING PROMOTION

- 3.1 It is the responsibility of the member to be aware of the educational requirements of the rank to which the member wishes to be promoted and to have fulfilled those requirements no later than one month prior to the date of promotion.
- 3.2 To satisfy the specific educational requirements for promotion, the member must have obtained the required credits by passing accredited college or university courses or have satisfactorily completed non-collegiate training programs offered by the FDNY that have been evaluated by the Program on Non-Collegiate Sponsored Instruction (PONSI) with college-level credit recommendations having been made. Official proof of satisfactory completion must be provided to the Bureau of Personnel no later than one month prior to the date of promotion.
- 3.2.1 If the member has previously attended an accredited college or university and has the credits needed to meet the requirement for promotion, it is the member's responsibility to have the college/university forward an official transcript of courses taken and credits earned directly to the Bureau of Personnel.
- 3.2.2 If the member wishes to have FDNY Fire Academy, EMS Academy or other training-related courses considered for college credit, the member must arrange for his/her official FDNY transcript to be submitted to the Bureau of Personnel no later than one month prior to the date of promotion (See Section 5).

3.3 The Bureau of Personnel must receive the member's official college and/or university transcript(s) and/or official FDNY transcript no later than one month prior to the scheduled date of promotion. Official Transcripts must be in the form of a sealed envelope from the issuing entity. Student copies are unacceptable.

4. NON-COLLEGIATE INSTRUCTION

4.1 Non-collegiate training programs that are offered by various organizations, including the FDNY, have been evaluated by the Program on Non-Collegiate Sponsored Instruction (PONSI) with college-level credit recommendations having been made. (See Addendum 2 – PONSI Accreditation of FDNY Courses.) Note that the American Council on Education (ACE) is also in the process of evaluating the training provided by FDNY, with ACE course evaluations and information about college-level credit recommendations to be issued at a future date.

4.2 Any member who wishes to use PONSI credit recommendations toward promotion requirements may do so until further notice.

4.3 Some colleges and universities honor PONSI credit. However, it should be noted that PONSI proposes credit recommendations, but colleges and universities are under no obligation to honor them. A member seeking college or university credit for a program with recommended PONSI credit, should discuss his/her FDNY training, life experience, previous professional training and/or coursework with an accredited college or university to determine the number of credits they are prepared to award.

5. REQUESTS FOR TRANSCRIPTS OR INFORMATION ON PROMOTION

5.1 Written requests for student copies of FDNY transcripts should be submitted to the Office of Fire and Life Safety at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY 11201. The member's name, rank, social security number, and/or job title must be included on all correspondence, which should be addressed "Attention Registrar".

5.2 If a member wishes to have an official FDNY transcript forwarded to the Bureau of Personnel, or to a college or university, the written request must include the name and address of the school to which the transcript is to be forwarded.

5.3 For additional information about promotion or tenure requirements, members can contact the Bureau of Personnel at 9 MetroTech Center.

BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT

7



Saint Regis University

STATUS: Accredited DGAA SRU031, ADLP 970233Edu-98, IEMAA 0113-ed.99a / State Registered No. 7660

Student Identification:

Name: Daniel J. O'Gara
Address: 192 Kelber Ct
City: Staten Island
State/Country: New York/USA
Student ID No. SRU - pa041902-408
Graduation Date: June 5, 2001

Saint Regis Verifications
(877) 736-0812
Or:
Official Transcript Archive Center
(202) 478-0699
611 Pennsylvania Avenue SE, # 211
Washington, DC 20003-4303 USA

Degree Granted: Bachelor of Science In Criminal Justice
Course ID

Course ID	Credits	Grade	Grade
JST 111 Criminal Law I	4	A-	3.6
CRJ 100 Forensic Examination	4	A-	3.7
CRJ 110 Sexual Assault	5	A+	4.0
CRJ 104 Pedl Cases	4	A+	3.9
JST 112 Criminal Law Seminar	4	A-	3.6
CRJ 105 Sexual Assault Response	4	A+	4.0
CRJ 406 Evidence Collection And Preservation	4	B+	3.5
CRJ 108 Crime Scene Investigation Analysis	4	A-	3.6
CRJ 127 Victims Advocates	4	A+	4.0
JST 201 Introduction to Corrections	4	A-	3.8
CRJ 200 STD Clinic	4	A-	3.6
CRJ 210 Didactic Course /Field Clinic	4	A-	3.7
CRJ 204 Rape Cases, And Child Molestation	4	A-	3.6
JST 211 Juvenile Procedures	4	B+	3.4
JST 212 Juvenile Delinquency	4	A+	3.9
CRJ 230 Rape Awareness	4	A+	4.0
PSY 401 General Psychology I	4	A-	3.6
CRJ 300 Defense Class For Women	4	A+	3.9
CRJ 302 Prevention Of Domestic Violence	4	A-	3.7
CRJ 303 Silent Witness Program	5	A-	3.8
CRJ 304 Sexual Assault	4	A+	4.0
CRJ 309 Coroner Investigators	5	A-	3.7
CRJ 400 Trauma Related Preservation	4	A-	3.6
JST 205 Drug Identification I	4	B+	3.5
JST 221 Police Administration Management	6	A+	4.0
JST 425 Correctional Problems & Security	4	A-	3.8
JST 421 Defensive Strategy Seminar	4	A+	4.0
JST 205 Drug Abuse Detection & Prevention Seminar	4	A-	3.6
IND Civil Crime Prevention Workshop	4	A-	3.7
Total	120		GPA 3.75

I certify that this transcript has been issued without alteration or erasure, signed and sealed under my hand;

Registrar of Official Academic Records

For and on behalf of the degree granting authority of Saint Regis University, (AEIT Peer Degree Program) Graduate School, Inc.

Classification: AWARDED

OFFICIAL
TRANSCRIPT
ARCHIVE CENTER
611 PENNSYLVANIA AVENUE SE, # 211
WASHINGTON, DC 20003-4303 USA

8



FIRE DEPARTMENT

9 METROTECH CENTER

BROOKLYN, NY 11201-3857

STEPHAN HITTMAANN, PHD

Executive Director, Fire & Life Safety

May 30, 2002

Battalion Chief Daniel O'Gara
192 Keiber Court
Staten Island, NY 10304

Dear Chief O'Gara:

As discussed in our recent telephone conversation. The requirement for promotion to the rank of battalion chief is a bachelor's degree. Your Bachelor of Science degree in criminal justice, awarded June 1, 2001 from Regis College fulfills that requirement as described in the attached (PAID 1-97, April 6, 2001).

Please let me know should you need additional information.

Sincerely,

Victor Herbert
Dean, Leadership Academy

*Reviewed
3/2/02*

Saint Regis University

80 Broad Street
Monrovia, Liberia

21 January 2003

New York City Fire Department
9 Metro Tech Center
Brooklyn, NY 11201-3857

Dear Mr. Dean Tow,

This letter is in response to your request for a document from the US Federal Government.

Please be advised that the US Federal Government does not have the authority to regulate or grant degrees. The US Department of Education has appointed six accrediting bodies that approve higher education in the US.

St. Regis is not a US university.

Non-US universities are not accredited by private US agencies, nor is there any need for them to be.

US universities do not seek accreditation by non-US agencies or governments, and conversely non-US universities do not seek US accreditations.

All valid non-US universities are accredited by their homeland's Minister of Education, as is St. Regis University.

St Regis is fully recognized and accredited by The Education Minister of Liberia.

For verification of St. Regis University's legal authority to grant degrees, you may contact:

The Embassy of Liberia
First Secretary Console General
Abdulah K. Dunbar
5201 16th Street, N.W.
Washington, DC 20011
(202) 723-0437

In addition to our legal authority, St. Regis University degrees may be attested as to their equivalency to a US degree by many US foreign degree evaluation agencies. They are approved to evaluate foreign degrees as equivalent to a regionally accredited US University degree. Please read the report at: <http://www.adsec.nafsa.org/criteria/c.asp>.
In summary: An evaluation by anyone that is a member of NAFSA is accepted.

The equivalency of St. Regis University degrees to US RA degrees has been established and attested by several consulting firms. Please find the attached letter from SDR Educational Consultants. Also here is a listing by the State of Texas listing the evaluation services that they accept for teaching certification and you will see SDR is listed:
<http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp>
SDR is also a member of AACRAO: American Association of Collegiate Registrars and Admissions Officers.

Sincerely,



Attachments:

Certificate of Accreditation from Minister of Education
Letter from SDS Evaluation Agency