



[Your Department]



Department-Specific Assessment Content

The scenarios, questions, policies, and references in this packet are examples only. Front Seat Academy custom-builds interview questions, multiple-choice exams, tactical simulations, administrative role-plays, and in-basket exercises using your department's policies, procedures, labor agreements, and operational expectations.

Your department. Your policies. Built for your test.

INTERVIEW SAMPLE

Your department expects captains to operate at a high level of emotional intelligence, operational judgment, and interpersonal maturity.

How have your experiences within **[Your Department]** prepared you for the transition from firefighter to officer, and how will you demonstrate that maturity in the role?

MULTIPLE CHOICE SAMPLE

Under the applicable labor agreement, overtime assignments must be:

- A. Assigned based solely on seniority
- B. Rotated evenly between shifts
- C. Distributed in accordance with the contractual overtime process
- D. Assigned at the discretion of the company officer

(Reference: [Insert Applicable CBA Section for Department])

ADMINISTRATIVE ROLE PLAY

Subject: Sick Leave Usage Pattern Reference:
[Insert Department-Specific Sick Leave Policy]

Scenario:

A firefighter has called out sick on multiple recent occasions, each time shortly before shift change. This has resulted in repeated staffing challenges and operational impacts.

As the company officer, how would you:



[Your Department]



- Conduct the initial meeting
- Address expectations and concerns
- Document the interaction
- Determine whether corrective action or discipline is appropriate under **[Your Department]** policy

IN-BASKET SAMPLE

In-Basket Scenario – End-of-Shift Prioritization [Department Specific Items]

At 16:05 hours, you are preparing your crew for an upcoming weekend when multiple issues arrive simultaneously.

Items Include:

1. Administrative memo regarding staffing impacts
2. Safety bulletin requiring acknowledgment
3. HR inquiry regarding recent leave usage
4. Battalion request for incomplete documentation
5. Community request for a fire safety presentation
6. Fleet issue noted but unresolved
7. Training assignment with a preferred completion date
8. Crew concern regarding station culture
9. Logistics delay affecting EMS readiness
10. Probationary firefighter documentation issue

Objective:

Demonstrate prioritization, delegation, communication, and accountability aligned with **[Your Department's]** expectations.



[Your Department]



TACTICAL SAMPLE

Tactical Scenario – Mayday / Interior Operations

Location: Anywhere within [Your Department's First-Due Area]

During an interior attack at a residential structure fire, a firefighter transmits a MAYDAY for low air and disorientation.

Your Responsibilities: [Your Department's SOP'S]

- Acknowledge the MAYDAY and establish radio discipline
- Implement MAYDAY procedures
- Deploy RIC with clear objectives
- Maintain fire control and protect the missing member
- Establish RIC supervision and span of control
- Track rescue benchmarks and incident priorities

Evaluation Focus:

Command presence, communication discipline, resource management, and firefighter survivability.