



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-195

November 4, 2025

TO: All Personnel

FROM: Kiley Day – Human Resources Director

SUBJECT: 2026 Captain Promotional Process Exam Dates and Study Materials

In preparation for the upcoming vacation draw, the Human Resources Division is pleased to announce the phases and dates for the **2026 Captain Promotional Exam Process**. Study materials for the process have also been identified and are listed below.

Due to the anticipated number of participants in this year's promotional testing process, the promotional exam process will be conducted in two phases. This structure is intended to support the logistics of the process and ensure adequate facilitation for all candidates. All personnel participating in the process will complete both phases, and no candidate cuts will be made until the final list of 20 is established following the completion of both phases.

Phase I – Interview and Written Exam

Phase I will be held April 20–23, 2026. Each candidate will complete an interview and written exam on a single assigned day. Participants should reserve the full testing period, as the Human Resources Division will randomly assign dates and times.

Exam questions are anticipated to come from the following identified sections of UFA Policies and SOGs. Candidates are encouraged to begin their review of the listed materials.

- Policies
 - **100 Administration**
 - 100-050 Occupational Licensure and Certification Requirements
 - 100-140 Discovery and Reporting of Fraud Waste and Abuse
 - 100-150 Reporting of Criminal Activity
 - 100-170 Uniform Policy
 - 100-190 Personal Appearance and Grooming
 - 100-200 UFA No Smoking Policy
 - 100-260 BEMSP Notification
 - 100-300 Social Media for Personal Purposes

- 100-310 Management of Photos, Recordings, and Other Electronic Media
- **200 Compliance and Records**
 - 200-030 Privacy Practices
 - 200-080 Procedure for Filing a Complaint
 - 200-120 HIPAA Violations
 - 200-130 Employee Medical Information
- **400 Emergency Services Division**
 - 400-100 Vacation and Holiday Scheduling – Operations
 - 400-120 Bids Bumps and Assignments
 - 400-130 Staffing
 - 400-140 Minimum Staffing and Overtime Reduction - Vacation Buyback
 - 400-160 Mandatory Staffing
- **450 Emergency Services Division Operational and Procedural Guidelines**
 - 450-00 Common Terminology
 - 450-01 Personnel Accountability System
 - 450-02 Establishing Command
 - 450-03 Apparatus Placement and Holding Short
 - 450-04 Thermal Imaging Camera Deployment
 - 450-05 SLICERS
 - 450-06 Vacant Structure
 - 450-07 Staging
 - 450-08 Response to Incidents of Violence
 - 450-09 Carbon Monoxide
 - 450-10 Hydrocarbon Leaks-Spills
 - 450-11 Hazardous Materials Response
 - 450-12 Emergency Decontamination
 - 450-13 Operational Retreat
 - 450-14 Ventilation
 - 450-15 Power Line-Electrical Response
 - 450-16 Natural Gas Leak Response
 - 450-17 Ladder Company (Quint) Operations
 - 450-18 Single Family Dwelling Fires
 - 450-19 Motor Vehicle Fires
 - 450-20 Fire Alarm Response
 - 450-21 Canyon and Backcountry Response
 - 450-22 Salvage
 - 450-23 After Action Review
 - 450-24 VEIS (Vent-Enter-Isolate-Search)
 - 450-25 Trench Rescue Standard
 - 450-26 Building-Structural Collapse Operations
 - 450-27 Earthquake Guideline
 - 450-28 Overhaul
 - 450-29 Fire Department Connection
 - 450-30 Elevator Emergencies
 - 450-31 Rescue Task Force
 - 450-32 Commercial Fire Response
 - 450-33 Water Supply
 - 450-34 Valley Mayday SOG
 - 450-35 CBRN

- 450-36 Field Fires and Wildland Urban Interface Fires
- 450-37 Water-Swiftwater Response
- 450-38 Post Fire Decontamination
- 450-39 Helicopter Landing Zone
- 450-40 Vehicle Extrication
- 450-41 Search & Rescue
- 450-42 UTA TRAX Response
- 450-43 Animal Rescue
- 450-44 Post Fire Monitoring
- 450-45 Low Acuity Unit
- 450-46 Wind Driven Structure Fires
- 450-47 Area Command Activation and Management
- **500 EMS Division**
 - 500-010 Ride-Along Program
 - 500-030 EMS Skills Evaluation and Remediation
 - 500-080 Controlled Substance Medications
- **900 Human Resources Division**
 - 900-010 General Human Resources Definitions
 - 900-140 Merit Probation (New Hire)
 - 900-160 Acting-In Assignments
 - 900-190 Employee Performance and Development Evaluation Process
 - 900-220 Vacation
 - 900-230 Sick Leave
 - 900-300 Funeral and Bereavement Leave
 - 900-310 Jury and Witness Leave
 - 900-340 Light Duty Assignments
 - 900-350 Worker's Compensation
 - 900-370 Health Standards & Medical Examinations
 - 900-380 Physical Fitness for Duty Evaluations and Return to Work after Illness or Injury
 - 900-385 Behavioral Health Fitness for Duty Evaluations and Return to Work
 - 900-410 Harassment, Sexual Harassment, Discrimination and Retaliation
 - 900-420 Drug and Alcohol Testing Drug Free Workplace
 - 900-430 Professional Standards, Investigations & Complaints
 - 900-440 Discipline
 - 900-450 Grievances and Appeals
- **1000 Information Outreach**
 - 1000-010 Visitors and Station Tours
- **1200 Safety, Health & Wellness**
 - 1200-010 Employee Assistance Program
 - 1200-040 Safe Vehicle Operations
- **1400 Technology Division**
 - 1400-010 IT Acceptable Use

Note: Policy updates are distributed at the beginning of each month. Candidates should pay special attention to future memorandums announcing any revisions to the listed policies.

Phase II – Incident Exercise and Problem Solving

Phase II will be held May 4–7, 2026. Each candidate will complete an assessment consisting of problem-solving and tactical exercises on a single assigned day. Participants should reserve the full testing period, as the Human Resources Division will randomly assign dates and times.

A formal recruitment notice providing detailed information regarding the promotional process will be released in the first quarter of the year.

The dates outlined above are not expected to change unless an unforeseen situation arises that affects the testing schedule.

Thank you for your continued commitment and preparation. We wish all candidates the best of luck in their pursuit of promotion.