

CITY OF NEW LONDON
COMPETITIVE PROMOTIONAL EXAMINATION
For the Position of
BATTALION CHIEF

APPLICATION MUST BE PICKED UP AT THE PERSONNEL OFFICE.

LAST DATE FOR FILING APPLICATION (Closing Date): October 30, 2026

Applications are available in the City of New London, Personnel Department, 13 Masonic St., New London, CT 06320 and must be postmarked or on file in the Personnel Dept. on or before October 30, 2026 at 3:00 p.m.

ELIGIBILITY: Lieutenant with one (1) complete year of experience at Step 2 by the time of the posting date shall be eligible to take the Battalion Chief's examination.

DATE OF EXAMINATIONS: January 5, 2027

TIME & PLACE: The exam is scheduled to begin at **9:30 a.m.** Candidates will be notified of the location to report to via email. Check in begins at **9:15 a.m.**, the exam starts promptly at 9:30 a.m. This is the only time this examination will be given; therefore, prompt attendance is crucial. **No one will be admitted into the examination after 9:30 a.m.**

THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:

1. Application: Long form application is required. You are encouraged to provide a resume or a list of the schools, seminars and courses taken or other achievements along with your application.
2. Written Examination: A test consisting of 100 questions with a time limit of two (2) hours and thirty (30) minutes is scheduled for **January 5, 2027. A passing score will be 70%.** Candidates who do not pass will not proceed to the next step.
3. Oral Assessment Center: The oral assessment center is scheduled for **January 5, 2027.** Candidates will be notified and scheduled for the assessment center in the afternoon. A passing score will be 70%. Candidates who do not pass will not proceed to the next step.
4. Scoring: The written examination will be weighed at 50% and the oral assessment center will be weighted at 50%, with a total aggregate score of 100%. Applicants must obtain a passing score of 70% on the written examination and the oral assessment center in order to continue forward.
5. Seniority Points: Seniority points will be added to the total score of each candidate based on the contract language:

ARTICLE XIV - PROMOTIONS AND PROBATION

SECTION 5: For the purpose of this Article (Article XIV) seniority shall be defined as the length of time the employee has served in the classification immediately below the classification to which promotions are being made. In the event that two or more employees have the same amount of earned seniority in a classification, seniority shall then be determined in accordance with the provisions of Article XIII of this Contract.

6. Eligibility List: Candidates will be placed on the Certified Eligibility List in rank order based on their final score. The Promotion Eligibility List will remain in effect for a period of two (2) years after the list is established.
7. Date of Appointment: It is anticipated that at least one appointment will be made once the promotional process is complete.
8. Reference Materials: Attached.

Important Notes:Written Exam and Oral
Assessment Center

Candidates may not bring personal electronic devices including but not limited to cell phones, hand-held computers, calculators, palm pilots, organizers, etc. **into the testing facility.** During the examination process, candidates are not allowed to leave the test room for any reason other than a City emergency. Disregarding these rules or any rules promulgated by the examining authorities shall be cause for disqualification from the testing process.

Certification Required -

All candidates will be required to sign a confidentiality agreement prior to participating in the oral portion of this examination.

Available Information -

A copy of the job description will be made available to candidates when they pick up their application at the Personnel Office.

Testing process -

Candidates who fail any portion of the examination are considered to have failed the examination, and will not be eligible to move forward in the process.

Review of Written Exams -

Candidates will be allowed to review their exam answer sheet if dispute arises regarding scoring computation. Testing company does not allow for candidate review of test materials. Any questions or concerns regarding the validity of specific questions must be noted at the time of testing.

Reading materials:

- IFSTA Chief Officer, 4th Edition; ISBN: 9780879396442
- Effective Supervisory Practices, 5th Edition. Edited By: Michelle Poche Flaherty.; ISBN: 10- 0873267745
- Fire Department Incident Safety Officer, revised 3rd edition (Dodson), Jones and Bartlett. ISBN-10: 1284216551