

FIRE FIGHTERS' AND POLICE OFFICERS'

CIVIL SERVICE COMMISSION

CITY OF HOUSTON

APPROVED SEP 11 2014 SOURCE MATERIAL LIST FOR

2015 PROMOTIONAL EXAMINATION

INVESTIGATOR

HOUSTON FIRE DEPARTMENT

The 2015 promotional examination for INVESTIGATOR, HOUSTON FIRE DEPARTMENT, will be written from the following sources:

FIRE INVESTIGATOR: PRINCIPLES AND PRACTICES TO NFPA 921 AND 1033, 3rd Edition; Copyright 2012. **STUDY ONLY CHAPTERS: 2, 3, 4, 5, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22 and 23.** By: National Fire Protection Association. ISBN: 978-0-7637-5851-6. Published by: Jones & Bartlett Learning, 40 Tall Pine Drive, Sudbury, MA 01776. (800) 832-0034. Cost: \$107.95 plus shipping and handling. Rush delivery available for an extra charge. Order online at www.jblearning.com.

CRIMINAL INTERROGATION AND CONFESSIONS, 5TH Editions, Copyright 2013. **STUDY ONLY CHAPTERS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, and 23.** By: Fred E. Inbau, John E. Reid, Joseph P. Buckley, and Brian C. Jayne. ISBN: 978-0-7637-9936-6. Published by: Jones & Bartlett Learning, 40 Tall Pine Drive, Sudbury, MA 01776. (800) 832-0034. Cost: \$118.95 plus shipping and handling. Rush delivery available for an extra charge. Order online at www.jblearning.com.

FIRE INVESTIGATION, Copyright 2009. **STUDY ONLY CHAPTERS: 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 22, and 23.** By Russell K. Chandler. ISBN 978-1-4180-0960-1. Published by Delmar Cengage. 10650 Toebben Dr., Independence, KY 41051. (800-347-7707). \$93.95 plus shipping and handling. Rush delivery is available for an extra charge.

BRANNIGAN'S BUILDING CONSTRUCTION FOR THE FIRE SERVICE, 5th Edition, Copyright 2015. **STUDY ONLY CHAPTERS: 2 thru 14.** By Francis L. Brannigan and Glenn P. Corbett. ISBN 978-1-4496-8894-3. Published by Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776 (800-832-0034). \$93.95 plus shipping and handling. Rush delivery is available for an extra charge. Order online at www.jblearning.com.

EFFECTIVE LAW ENFORCEMENT REPORT WRITING, 5th Edition, Copyright 2006. **STUDY ONLY CHAPTERS: Part 1 (pg. 1-77) and Part 2 (pg. 81-251).** By Larry E. Holtz. ISBN 1-4224-0438-2. Published by LexisNexis Gould Publications, 1275 Broadway, Albany, NY 12204 (800-833-9844). \$25.95 plus shipping and handling. Rush delivery is available for an extra charge. Order online at www.lexisnexis.com/bookstore.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES are included in the study material:

VOLUME I - ADMINISTRATION

I - 04	COMPLAINTS	DATED 08-01-12
I - 13	EXTRA EMPLOYMENT	DATED 08-01-05
I - 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I - 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I - 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 01-07-14
I - 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 01-02-14
I - 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF HOUSTON FIRE DEPARTMENT	DATED 08-01-05
I - 33	INTERNET/INTRANET GUIDELINES	DATED 08-01-05
I - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 08-01-05
I - 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05
I - 41	HFD CELLULAR PHONES	DATED 01-01-08

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The 2015 promotional examination for INVESTIGATOR, HOUSTON FIRE DEPARTMENT, will be written from the following sources: (continued)

VOLUME IV – FIRE & ARSON INVESTIGATION DIVISION

IV – 01 FIRE & ARSON INVESTIGATION DIVISION GUIDELINES

DATED 12-01-05

EO 1-18 POLICY ON USE OF SOCIAL MEDIA

DATED 01-04-11

EO 1-39 ESTABLISHMENT OF OFFICE OF
INSPECTOR GENERAL FOR INVESTIGATION
OF EMPLOYEE MISCONDUCT

DATED 03-01-11

EO 1-50 WORKPLACE DISCRIMINATION
AND HARASSMENT

DATED 04-06-12

HFD ACCOUNTABILITY MANUAL

DATED 08-22-12

PLEASE NOTE: Only the portions of the sources identified above will be included in the examination. Omit any chapter/ section/ portion of the sources that are NOT specifically listed as “STUDY ONLY THE FOLLOWING.” For example, omit the glossaries of all textbooks (as no glossary is listed as a portion of any source to study for this exam). However, information contained in tables, graphs, pictures, highlights, etc. within the chapters/ section/ portion of the sources listed for study in this announcement may be included in the examination. The examination will only cover the portions of the sources explicitly listed for you to study.

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2014 INVESTIGATOR EXAMINATION are available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102, 1205 Dart Street, Houston, Texas, 77007. The guideline packet is being provided to applicants free of charge by The Robert Garner Firefighter Foundation. (Picture I.D. is required and the package must be picked up in person). **PLEASE NOTE:** Employees who will be eligible and who are interested in taking the examination should obtain the above books promptly in case a supply shortage should occur later in the year. Only the publishers' prices for the above books are listed. Prices may vary if books are obtained from any other sources. **QUESTIONS FOR THIS PROMOTIONAL EXAMINATION WILL BE TAKEN SOLELY FROM THE MATERIALS LISTED IN THIS ANNOUNCEMENT. IF RESOURCE MATERIALS ARE OBTAINED THROUGH ANY SOURCE OTHER THAN THE QUARTERMASTER AS SPECIFIED HEREIN, (E.G., INTERNET, ETC.), ANY DISCREPANCY IN THE MATERIALS OBTAINED THROUGH ANOTHER SOURCE WILL NOT BE ALLOWED TO SUPPORT A CHALLENGE TO AN EXAM QUESTION BASED ON SUCH DISCREPANCY, IN WHOLE OR IN PART.**

ORIENTATION:

Classified Testing will coordinate with HFD to host a least one test orientation prior to the examination.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 a.m. on Wednesday, January 7, 2015** at the DoubleTree by Hilton Hotel, at 8181 Airport Blvd, Ballroom A, B,C, Houston, Texas, 77061, 713-645-3000.

DATE OF ANNOUNCEMENT:

September 12, 2014

AN EQUAL OPPORTUNITY EMPLOYER M/F
POST UNTIL: October 10, 2014

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Investigator - STUDY AID

This is only an aid. Exam content will be based on sources listed above.

Applicant Instructions: This matrix is presented as a study aide to assist you in your preparation for the written job knowledge promotional examination for the position of Investigator with the Houston Fire Department. The top six job tasks performed by an Investigator are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (1-6). To identify what to study from any particular source and how to apply what you study to the test, follow down the sheet to read what portions/ chapters of the source are related to each critical job task. For example, as you study Source 1 think about how Chapter X might help you "Thoroughly interviews witnesses, suspects, occupants, and owners, documenting pertinent evidence for legal processing." Please note that examination questions will NOT be verbatim from the sources and will not be answerable by rote memorization. Correctly answering examination questions will require you to use the facts and information presented in these sources as they apply to the critical job tasks.

		Study Source 1	Study Source 2	Study Source 3	Study Source 4	Study Source 5	Study Source 6
		<u>Fire Investigator: Principles and Practice to NFPA 921 and 1033</u>	<u>Criminal Interrogation and Confessions</u>	<u>Fire Investigation</u>	<u>Brannigan's Building Construction for the Fire Service</u>	<u>Effective Law Enforcement Report Writing</u>	<u>HFD Guidelines</u>
1	Thoroughly interviews witnesses, suspects, occupants, and owners, documenting pertinent evidence for legal processing	Ch. 8, 13	Ch. 1, 2, 4, 5, 7, 8, 9, 10, 12, 16	Ch. 19, 20		Ch. 1, part 1-77	
2	Analyze evidence and other information to establish the area/point of origin and cause of the fire	Ch. 15, 16, 17, 22, 23		Ch. 6, 7, 14	2, 3, 6, 7, 8, 9, 10, 11, 12, 13		
3	Maintains all city-issued equipment (city assigned vehicles, computers, mobile phones, etc.)	Ch. 10		Ch. 2			HFD Guidelines (Vol. 1-04, 13, 14, 16, 19, 22, 24, 30, 33, 35, 36, 41; Volume IV 01; Executive Orders 1-18, 1-39, 1-50; Accountability Manual)
4	Properly collects, documents, labels, and submits incident scene evidence including diagrams and/or photographs while maintaining chain of custody and avoiding evidence spoilage	Ch. 14		Ch. 8, 18		Part 2, 81-251	
5	Utilizes all commonly accepted law enforcement practices to investigate criminal conduct (conducting surveillance, interviewing, interrogation, obtaining confessions from suspects, obtaining and reviewing mobile phone records, obtaining search warrants, and utilizing computer databases, etc.)	Ch. 19		Ch. 5, 22, 23	Ch. 4		
6	Investigates fires and explosions of incendiary/unknown origin, with multiple alarms, or with injuries/fatalities	Ch. 2, 3, 4, 5, 6, 7, 20, 21		Ch. 1, 9, 10, 11, 12, 13, 15, 16	Ch. 5, 6, 7, 8, 9, 10, 11, 12, 13, 14		
Estimated percentage of questions from source:		36%	4%	28%	19%	4%	9%