

FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Deputy Chief Investigator 2016
Houston Fire Department

2016 AUG -3 AM 11:51
CIVIL SERVICE COMMISSION
HOUSTON, TEXAS

**QUALIFICATIONS FOR
ELIGIBILITY TO TAKE TEST:**

All Classified Fire Department Employees who have ever held a position for two (2) cumulative years or more in the classification of Assistant Arson Investigator/Chief Investigator and who have four (4) years actual service in the Houston Fire Department are eligible. In order to be promoted, applicants must comply with all applicable provisions of Chapter 143 of the Texas Local Government Code, in addition to the provisions of the Collective Bargaining Agreement.

DUTIES:

As assigned by the superior officer.

APPLICATION TO TAKE TEST:

ONLY "on-line" applications will be accepted. To apply for this examination, please log-on to: www.houstonfire.org. Access to the internet and computer terminals may be found at The City of Houston Human Resources Department, 611 Walker, on the garden level or any Public Library. On-line applications must be submitted by 4:30 PM, Friday, September 02, 2016. **THERE ARE NO LATE SIGN-UPS ALLOWED.**

NOTE:

All information regarding education points and certification points must be turned in to HFD Human Resources before the promotional exam. The **deadline** to turn in your records for this promotional exam is **October 26, 2016, three (3) weeks prior** to the promotional examination date. Any education or certification points presented at or after the exam, will be used in subsequent promotional exams, and will not be awarded toward the current promotional exam. There will be **NO** revisions made to education or certification points once the review period has ended.

ORIENTATION:

Classified Testing will conduct a Test Process orientation on **Tuesday, September 06, 2016** and **Wednesday, September 07, 2016** at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023, at 10:00 AM. Please check at the front desk of the Cape Center for the room number. If unable to attend one of the scheduled sessions, please contact Classified Testing at HFDCST@houstontx.gov.

**DATE AND TIME
OF EXAMINATION:**

The examination will be given at **Learning and Development Center (E. B. Cape Center), Room 111 at 9:00 am on Wednesday, November 16, 2016.**

**REASONABLE
ACCOMMODATIONS:**

Please notify Classified Testing (HFDCST@houstontx.gov) if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date.**

USERRA:

Please note that rankings may be adjusted on this list as individuals returning from military service take a comparable examination, and are

added to this list (Uniformed Services Employment and Reemployment Act).

The 2016 promotional examination for **DEPUTY CHIEF INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

CRIMINAL INVESTIGATION: BASIC PERSPECTIVES, 13th Edition, Copyright 2016, ISBN: 978-0133514407, By: Charles Lushbaugh, Paul Weston. Published by Pearson; 258 Prospect Plains Rd. Cranbury, NJ 08512-3605, (800-947-7700). Cost: \$133.40 Free UPS ground shipping. Rush delivery is available. The book may be purchased online from www.mypearsonstore.com as well as other retailers. An e-Book format is also available.

MULTICULTURAL LAW ENFORCEMENT: STRATEGIES FOR PEACEKEEPING IN A DIVERSE SOCIETY, 6th Edition, Copyright 2015, ISBN: 978-0133483307, By: Robert M. Shusta, Deena R. Levine, Herbert Z. Wong, Aaron T. Olson, Philip R. Harris. Published by Pearson; 258 Prospect Rd. Cranbury, NJ 08512-3605, (800-947-7700). Cost: \$80.80, Free UPS ground shipping. Rush delivery is available. The book may be purchased online from www.mypearsonstore.com as well as other online retailers. An e-Book format is also available.

ORGANIZATIONAL BEHAVIOR AND MANAGEMENT IN LAW ENFORCEMENT, 3rd Edition, Copyright 2012, ISBN: 978-0135071526, By: Gennaro F. Vito, William F. Walsh. Published by Pearson; 258 Prospect Plains Rd. Cranbury, NJ 08512-3605, (800-947-7700). Cost: \$150.40, UPS ground shipping. Rush delivery is available. The book may be purchased online www.mypearsonstore.com as well as other online retailers. An e-Book format is also available.

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED THE STUDY MATERIAL. COPIES OF THESE WILL BE AVAILABLE IN QUARTERMASTER AT LOGISTICS AT A LATER DATE.

ONLY MEMBERS ELIGIBLE TO STUDY FOR THE EXAM WILL BE ABLE TO PICK UP THE STUDY PACKAGE.

VOLUME I- ADMINISTRATION

I - 01	RULES AND REGULATIONS	DATED 08-01-12
I - 19	GRIEVANCES (CLASSIFIED)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 08-20-15
I - 30	COACHING COUNSELING AND MOTIVATING	DATED 08-27-15

VOLUME IV - FIRE PREVENTION

IV-01	HOUSTON ARSON BUREAU GUIDELINES	DATED 06-15-15
EO-1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO-1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2016 DEPUTY CHIEF 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.

PLEASE NOTE: A study aide will be emailed to the candidates. 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.

DATE ANNOUNCED: Friday, August 12, 2016

Post Until: Friday, September 02, 2016

AN EQUAL OPPORTUNITY EMPLOYER M/F

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