

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Communications Senior Captain 2019 Houston Fire Department

The 2019 promotional examination for **COMMUNICATION SENIOR CAPTAIN, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

FIRE SERVICE PERSONNEL MANAGEMENT, Copyright 2010, 3rd Edition By: Steven T. Edwards ISBN: 9780135126776, Pearson, 1 Lake Street, Upper Saddle River, NJ 07458 (800-922-0579). Cost: \$101.32, Free Ground Shipping. Express shipping options are available. Available on-line at www.mypearsonstore.com

UNDERSTANDING THE PSYCHOLOGY OF DIVERSITY, Copyright 2017, 3rd Edition By: B. Evan Blaine, Kimberly J. Mc Clure Brenchley; ISBN: 9781483319230, Sage Publishing, 2455 Teller Road, Thousand Oaks, CA 91320 (800-818-7243). Cost: \$58.00, Ground Shipping \$5.95 plus \$5.28 tax. Express shipping options are available. Available on-line at www.sagepub.com

MGMT 8, Principles of Management, Copyright 2016, 8th Edition By: Chuck Williams ISBN: 9781285867502, Cengage Learning, 20 Channel Street, Boston, MA 02210 (800-354-9706). Cost: \$69.95, Free Ground Shipping. Express shipping options are available. Available on-line at www.cengage.com

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED IN THE STUDY MATERIAL.

VOLUME I – ADMINISTRATION

I – 01	HFD RULES AND REGULATIONS	DATED 01-30-19
I – 04	COMPLAINTS	DATED 10-22-18
I – 09	MUTUAL AID	DATED 09-24-18
I – 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 01-17-19
I – 19	GRIEVANCES CLASSIFIED MEMBERS	DATED 10-22-18
I – 22A	SCHEDULED LEAVES AND ABSENCES	DATED 12-10-18
I – 22B	UNSCHEDULED LEAVES AND ABSENCES	DATED 12-10-18
I – 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 01-02-14

VOLUME II – EMERGENCY OPERATIONS

II – 01	STAFFING	DATED 01-22-19
II – 06	INCIDENT MANAGEMENT	DATED 09-24-18
II – 13	CIMA	DATED 11-07-18
II – 18	AIRPORT GUIDELINE	DATED 09-12-18
II – 33	HURRICANE GUIDELINE	DATED 04-23-15
II – 42	MAY-DAY	DATED 01-09-19
II – 45	SPECIAL EVENTS	DATED 02-07-19
II – 46	MULTIPLE PATIENT VEHICLE OPERATIONS – AMBUS (MPV-602)	DATED 01-17-19
II – 47	STRUCTURAL FIRE INCIDENTS	DATED 10-21-18

II – 51 HELICOPTER OPERATIONS

DATED 03-01-19

VOLUME III – EMERGENCY MEDICAL SERVICES

III – 09 MASS CASUALTY MANAGEMENT

DATED 02-11-19

III – 10 EMERGENCY TRANSPORTATION OF PATIENTS IN
NON-AUTHORIZED TRANSPORT VEHICLES

DATED 08-13-15

OEC STANDARD OPERATING PROCEDURES

DATED 06-25-19

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 2019 COMMUNICATIONS SENIOR CAPTAIN EXAMINATION Applicants may access, download, and/or print the source material guidelines and executive orders from the following link:

<https://www.dropbox.com/sh/mmsv8xmpdijc7k7/AACliZr9Xti8W7BXAE32FHWQa?dl=0>

Applicants shall refrain from utilizing any City of Houston printer to print Source Material Guidelines and Executive Orders or other study material.

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 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.

ORIENTATION:

Classified Testing will conduct a Test Process orientation on August 14, at the OEC, Room 1011 at 10:00 am. If unable to attend the scheduled session, please contact Classified Testing at HFDCST@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 a.m., Wednesday, October 30, 2019**, at the **Val Jahnke Training Facility at 8030 Braniff St, Houston, TX 77061.**

DATE OF ANNOUNCEMENT:

July 24, 2019