

*****CORRECTED*****

VOLUME II – EMERGENCY OPERATION
II – 41 WEAPONS OF MASS DESTRUCTION

DATED 05-20-15

**FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION**

**CITY OF HOUSTON
SOURCE MATERIAL LIST FOR
PROMOTIONAL EXAMINATION OF**

**District Chief 2018
Houston Fire Department**

The 2018 promotional examination for **DISTRICT CHIEF, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

WOMEN AND MEN IN MANAGEMENT, 4TH Edition, Copyright 2011, ISBN: 978-1412972840, By: Gary N. Powel. Published by SAGE Publication, 2455 Teller Road, Thousand Oaks, CA 91320 (800-818-7243). Cost: \$101.00. Overnight shipping is available + Ground shipped USPS.

BRANNIGAN'S BUILDING CONSTRUCTION FOR THE FIRE SERVICE, 5TH Edition, Copyright 2015; ISBN: 978-1284136135, By: Glenn P. Corbett and Francis L. Brannigan. Published by Jones and Bartlett Learning, 5 Wall Street, Burlington, MA 01803 (800-526-1536). Cost: \$104.95 + Shipping. The book may be purchased online from www.jblearning.com as well as other online retailers.

SUPERVISION AND LEADERSHIP IN A CHANGING WORLD, 1ST Edition, Copyright 2012. ISBN: 978-0135058657. By: Gary Dessler. Published by Pearson Education, 22 River Street, Hoboken, NJ 07030. (800) 947-7700. Cost: \$198.00; Online cost: \$188.44 + Ground shipping approx. \$12.00/ If ordered online shipping is free. Rush orders are available. Order can be placed online at www.pearsonhighered.com

LEGAL CONSIDERATIONS FOR FIRE AND EMERGENCY SERVICES, 3RD Edition, Copyright 2014. ISBN: 978-1593703479. By: J. Curtis Varone. Published by Penn Well Publication; 1421 South Sheridan Road, Tulsa, OK 74112. (800-752-9764). Cost: \$107.00 + approximately \$6.00 same day ground shipping. Next day shipping is available for additional cost. The book may be purchased online from www.pennwellbooks.com as well as other retailers.

DIVERSITY CONSCIOUSNESS: OPENING OUR MINDS TO PEOPLE, CULTURE, AND OPPORTUNITIES, 4TH Edition, Copyright 2015. ISBN: 978-0321919069. By: Richard D. Bucher. Published by Pearson Education; 221 River Street, Hoboken, NJ 07030. (800-947-7700). Cost: \$60.40 + approximately \$11.00 same day ground shipping. Next day shipping is available for additional cost. The book may be purchased online from publisher at www.pearsonhighered.com as well as other retailers.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

VOLUME I - ADMINISTRATION

I - 01	RULES AND REGULATIONS	DATED 08-01-12
I - 03	COMMUNITY INTERACTION	DATES 09-09-15
I - 04	COMPLAINTS	DATES 04-14-16
I - 05	TRANSFERS	DATES 07-22-13
I - 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATES 09-11-15
I - 09	MUTUAL AID	DATES 05-22-15
I - 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATES 10-23-15
I - 13	EXTRA EMPLOYMENT	DATES 08-22-16
I - 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I - 19	GRIEVANCES (CLASSIFIED)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 08-20-15
I - 23	FIRE STATION MANAGEMENT	DATES 03-01-13
I - 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATES 01-02-14
I - 27	PERSONNEL RECORDS	DATED 09-27-16
I - 28	OVERTIME	DATES 01-01-02
I - 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF THE HOUSTON FIRE DEPARTMENT	DATES 08-27-15
I - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATES 03-31-16
I - 44	ALTERNATIVE DISPUTE RESOLUTION/MEDIATION PROGRAM	DATES 05-12-14

VOLUME II – EMERGENCY OPERATION

II – 01	STAFFING	DATED 03-01-13
II – 04	HIGHRISE BUILDING SURVEY	DATED 08-01-05
II – 05	HIGH-RISE FIREFIGHTING	DATED 09-01-08
II – 06	INCIDENT MANAGEMENT	DATED 04-23-15
II – 11	WATER RESCUE INCIDENTS	DATED 10-15-15
II – 15	HAZARDOUS MATERIALS INCIDENTS	DATED 04-24-15
II – 18	AIRPORT GUIDELINES	DATED 02-09-15
II – 19	TACTICAL EVALUATION AND ASSESSMENT PLAN	DATED 08-01-05
II – 21	RAPID INTERVENTION TEAMS AND SURVIVABILITY	DATED 09-10-14
II – 26	DTO-FTO GUIDELINES	DATED 09-10-14
II – 29	CIVIL DISORDERS	DATED 08-01-05
II – 32	DEVELOPING EFFECTIVE WATER SUPPLIES	DATED 08-01-05
II – 33	HURRICANE GUIDELINE	DATED 04-23-15
II – 37	SHIPBOARD FIREFIGHTING	DATED 01-01-10
II – 40	PROBATIONARY FIREFIGHTER	DATED 08-01-10
II – 41	WEAPONS OF MASS DESTRUCTION	DATED 05-20-15
II – 42	MAY-DAY	DATED 07-07-15
II – 46	MULTIPLE PATIENT VEHICLE OPERATIONS AMBUS (MPV-602)	DATED 07-08-13
II – 47	STRUCTURE FIRE INCIDENTS	DATED 02-11-15

VOLUME III – EMERGENCY MEDICAL SERVICES

III – 02	HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)	DATED 12-01-05
III – 09	MASS CASUALTY MANAGEMENT GUIDELINES	DATED 03-19-14

MAYOR’S EXECUTIVE ORDERS

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 2018 DISTRICT CHIEF EXAMINATION is 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.

ORIENTATION:

Classified Testing will conduct a Test Process orientation on **Friday, March 02, 2018** and **Tuesday, March 06, 2018** 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 **9:00 AM, Wednesday, May 30, 2018**, at the Bayou City Event Center, 9401 Knight Road, Houston, TX 77045.

REASONABLE ACCOMMODATIONS:

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

DATE OF ANNOUNCEMENT:

Thursday, February 01, 2018