

FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR

2020 PROMOTIONAL EXAMINATION

INVESTIGATOR
HOUSTON FIRE DEPARTMENT

The 2020 promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

NFPA 921: GUIDE FOR FIRE AND EXPLOSION INVESTIGATIONS 2017 EDITION, Copyright 2016. By: NFPA Technical Committee on Fire Investigation, ISBN: 978-145591602-3, Published by National Fire Protection Association, 11 Tracy Drive, Avon, MA 02322 (1-800-344-3555). Cost: \$109.00 with free UPS ground shipping and a \$9.95 handling charge. Rush delivery is available. The book may be purchased on-line at <http://catalog.nfpa.org>. A pdf version is available.

NFPA 1033: STANDARD FOR PROFESSIONAL QUALIFICATIONS FOR FIRE INVESTIGATORS 2014 EDITION, Copyright 2013, By: NFPA Technical Committee on Fire Investigation, ISBN: 978-1455907274, Published by National Fire Protection Association, 11 Tracy Drive, Avon, MA 02322 (1-800-344-3555). Cost: \$45.00 with free UPS ground shipping and a \$9.95 handling charge. Rush delivery is available. The book is available on-line at <http://catalog.nfpa.org>. A pdf version is available.

NOTE: **NFPA 921: GUIDE FOR FIRE AND EXPLOSION INVESTIGATIONS 2017 EDITION**, Copyright 2016 and **NFPA 1033: STANDARD FOR PROFESSIONAL QUALIFICATIONS FOR FIRE INVESTIGATORS 2014 EDITION**, Copyright 2013 can be bought as a set for \$130.50 with free UPS ground shipping and a \$9.95 handling charge. The book set is available on-line at <http://catalog.nfpa.org>.

CRIMINAL INVESTIGATION: BASIC PERSPECTIVES, 13th Edition, Copyright 2016; ISBN: 978-0133514407, By: Charles A. Lushbaugh, Paul B. Weston, Published by Pearson; 330 Hudson, New York; NY, 10013; (800) 745-8489. Cost: \$111.99. Free UPS ground shipping. The book may be purchased online from www.pearsonhighered.com.

BRANNIGAN'S BUILDING CONSTRUCTION FOR THE FIRE SERVICE, 5th Edition, Copyright 2015, ISBN: 9781284136135, By: Glenn P. Corbett, Francis L. Brannigan. Published by Jones & Bartlett Learning; 5 Wall Street, Burlington, MA 01803 (800-832-0034). Cost: \$113.95 Fed Ex ground shipping. Rush order are available. The book may be purchased online from www.jblearning.com.

JUST THE FACTS INVESTIGATIVE REPORT WRITING, 5th Edition, Copyright 2016; ISBN-13: 9780133591309, By: Michael Biggs, Published by Pearson, 330 Hudson, New York; NY, 10013; (800) 947-7700. Cost: \$69.32, Free UPS ground shipping cost. The book may be purchased online from www.pearsonhighered.com.

The 2020 promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued):

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

VOLUME I – ADMINISTRATION

I – 04	COMPLAINTS	DATED 10-22-18
I – 06	CONTROLLED SUBSTANCE & ALCOHOL ABUSE	DATED 12-04-18
I – 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 10-22-18
I – 30	COACHING COUNSELING AND MOTIVATION	DATED 08-27-15
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05

VOLUME IV – FIRE & ARSON INVESTIGATION DIVISION

IV – 01	FIRE & ARSON INVESTIGATION DIVISION 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

Applicants may access, download, and/or print the **HOUSTON FIRE DEPARTMENT GUIDELINES, AND EXECUTIVE ORDERS FOR THE 2020 INVESTIGATOR EXAMINATION** from the following link: <https://www.dropbox.com/sh/goasqo50v0sdfqg/AACWv5JFJGUynyZgH7B-yPa6a?dl=0>

Applicants shall refrain from utilizing any City of Houston printer to print Source Material.

The 2020 promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, source material list: (continued):

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.

PLEASE NOTE: A study aide will be emailed to applicants. 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:

A test Process orientation presentation is located at: <https://www.dropbox.com/sh/goasgo50v0sdfqg/AACWv5JFJGUynYzqH7B-yPa6a?dl=0> If you have questions, please contact Classified Testing at hfdcst@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 a.m. on Wednesday, September 2, 2020** at the Val Jahnke Training Facility, in the gym, located at 8030 Braniff St., Houston, 77061.

DATE OF ANNOUNCEMENT:

May 27, 2020

AN EQUAL OPPORTUNITY EMPLOYER M/F