

# FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

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

### Investigator 2023 Houston Fire Department

The 2023 promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**FIRE INVESTIGATOR**, 3<sup>rd</sup> Edition, Copyright 2022. ISBN: 978-0-87939-683-1. Published by IFSTA. 930 N. Willis Stillwater, Oklahoma 74078. (800) 654-4055. Cost: \$83.00. [Fire Investigator, 3rd Edition | IFSTA](#)

**CRIMINAL INVESTIGATION**, 13<sup>th</sup> Edition, Copyright 2023. ISBN: 9781264169245. By: Charles Swanson, Robert W Taylor, Leonard Territo, Bryanna Fox, Neil Chamelin. Published by McGraw Hill. 8787 Orion Place Columbus, OH 43240. (800) 338-3987. Cost: Looseleaf \$141.12, eBook \$82.00. [Criminal Investigation \(mheducation.com\)](#)

**FIRE INVESTIGATOR HEALTH AND SAFETY PRACTICES**: [Fire Investigator Health and Safety Best Practices 3rd Edition.pdf](#)

**NATIONAL INCIDENT MANAGEMENT SYSTEM**: [https://www.fema.gov/sites/default/files/2020-07/fema\\_nims\\_doctrine-2017.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf).

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

#### **VOLUME I – ADMINISTRATION**

I – 01	HFD Rules and Regulations	DATED: 08-08-2022
I – 01B	HFD Code of Administrative Procedure	DATED: 03-14-2022
I – 04	Complaints	DATED: 03-14-2022
I – 06	Controlled Substance and Alcohol Abuse	DATED: 12-04-2018
I – 16	Motor Vehicle Crashes	DATED: 01-20-2019
I – 19	Grievances (Classified Members)	DATED: 10-22-2018
I – 36	HFD Home Storage Vehicle Guideline	DATED: 08-01-2005
I – 41	HFD Cellular Phones	DATED: 09-05-2018

#### **VOLUME IV – ARSON**

IV – 01	Houston Arson Bureau Guidelines	DATED: 06-15-2015
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#### **MAYORS EXECUTIVE ORDERS**

EO – 1 – 18	Policy On Use Of Social Media	DATED: 10-16-2020
EO – 1 – 39	Establishment of Office of Inspector General For Investigation of Employee Misconduct	DATED: 11-16-2017
EO – 1 – 50	Workplace Discrimination and Harassment	DATED: 02-28-2019

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE INVESTIGATOR EXAMINATION are available in SharePoint and can be accessed using this link:

[https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EjPLLNbwWFRLpqQ8qY5lmgABiQE0xCzH\\_-lIZmaVIYFahw?e=ZFIAIg](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EjPLLNbwWFRLpqQ8qY5lmgABiQE0xCzH_-lIZmaVIYFahw?e=ZFIAIg)

Please Note: If you are not using a City Computer, you will need to enter your SharePoint login credentials after clicking the link above.

**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 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 candidate. 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://houtx.sharepoint.com/:f:/s/hr/ops/ct/EhV2i65o6kFNgAzKFFEnUbyBeOI\\_M8UyYMNJehU\\_DOEdzA?e=vxPUa1](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EhV2i65o6kFNgAzKFFEnUbyBeOI_M8UyYMNJehU_DOEdzA?e=vxPUa1)

If you have questions, please contact Classified Testing at

[hfdcst@houstontx.gov](mailto:hfdcst@houstontx.gov)

**DATE AND TIME OF EXAMINATION:**

The examination will be given at **9:00 AM, Friday, May 12<sup>th</sup>, 2023, Val Jahnke Training Facility**, in room 2021A, located at 8030 Braniff St., Houston, 77061

**REASONABLE ACCOMMODATIONS:**

Please notify Classified Testing ([HFDCST@houstontx.gov](mailto: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:**

**Tuesday, January 31, 2023**