

*****REVISED*****

9-1-1 EMERGENCY COMMUNICATIONS MANUAL, 4th Edition, Copyright 2009 or 5th Edition, Copyright 2015. By Sue Pivetta. ISBN: 1-882960-33-5. **OMIT Page 64.**

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

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR

2015 PROMOTIONAL EXAMINATION

**COMMUNICATIONS CAPTAIN
HOUSTON FIRE DEPARTMENT**

The 2015 promotional examination for **COMMUNICATIONS CAPTAIN, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

9-1-1 EMERGENCY COMMUNICATIONS MANUAL, 4th Edition, Copyright 2009 or 5th Edition, Copyright 2015. By Sue Pivetta. ISBN: 1-882960-33-5. **OMIT Page 64.** Published by Professional Pride Publishing, 825 Ryan Avenue, Sumner, WA 98390. (800-830-8228). Cost: \$74.95 plus shipping and handling. Rush delivery is available for an extra charge. Order online at www.911trainer.com.

THE HUMAN CHALLENGE: MANAGING YOURSELF AND OTHERS IN ORGANIZATIONS, 7TH Edition, Copyright 2002. By Mary L. Tucker, Anne M. McCarthy, and Douglas A. Benton. ISBN: 0-13-085955-9. Published by Pearson Publishing, One Lake Street Upper Saddle River, NJ 07458. (800-922-0579). Cost: \$160.60. Free UPS ground shipping. Available online at www.cengagebrain.com.

DIVERSITY IN ORGANIZATIONS, 2nd Edition. Copyright 2012. By Myrtle P. Bell. ISBN: 978-1-111-22130-0. Published by Cengage Learning, 10650 Toebben Dr., Independence KY 41051. (800) 354-9706. Cost: \$151.95 plus shipping and handling. Free UPS ground shipping. Available online at www.cengagebrain.com.

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

VOLUME I – ADMINISTRATION

I – 01	10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 04-01-12
I – 01	RULES AND REGULATIONS	DATED 08-01-12
I – 06	DRUG DETECTION AND DETERRENCE	DATED 08-01-05
I – 09	MUTUAL AID	DATED 08-01-05
I – 10	RADIO AND MDC OPERATIONS	DATED 08-01-05
I – 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I – 33	INTERNET/INTRANET GUIDELINES	DATED 08-01-05

VOLUME II – EMERGENCY OPERATIONS

II – 06	INCIDENT MANAGEMENT	DATED 08-01-05
II – 18	AIRPORT GUIDELINES	DATED 02-09-15
II – 29	CIVIL DISORDERS	DATED 08-01-05
II – 33	HURRICANE GUIDELINE	DATED 09-01-07
II – 35	FIELD EMERGENCY OPERATIONS CENTER	DATED 08-01-05
II – 41	WEAPONS OF MASS DESTRUCTION	DATED 11-01-06
II – 42	MAY-DAY	DATED 05-01-03

HFD ACCOUNTABILITY MANUAL	DATED 08-22-12
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The 2015 promotional examination for **COMMUNICATIONS CAPTAIN, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued):

EO 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT

DATED 04-06-12

AP 2-3 SEVERE WEATHER AND OTHER EMERGENCY CONDITIONS

DATED 08-25-06

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2015 COMMUNICATIONS CAPTAIN 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 posted on the Classified Testing website <http://cohrhelweb2.houtx.lcl/hr/classified-testing>. 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. <http://cohrhelweb2.houtx.lcl/hr/classified-testing>

ORIENTATION:

Classified Testing will conduct a Test Process orientation on April 15th at the EB Cape Center, Room 107 at 9:00 am and 1:00 pm. 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 a.m. on Wednesday, July 8, 2015** at the DoubleTree by Hilton Hotel, at 8181 Airport Blvd, Southwest Grand Ballroom, Houston, Texas, 77061, 713-645-3000.

DATE OF ANNOUNCEMENT:

April 15, 2015

Please Post Until: May 15, 2015

AN EQUAL OPPORTUNITY EMPLOYER M/F