

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

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Senior Captain 2023

Houston Fire Department

**QUALIFICATIONS FOR
ELIGIBILITY TO TAKE TEST:**

All Classified Fire Department Employees who have ever held a position for two (2) continuous years or more in the classification of Captain and who have four (4) years actual service in the Houston Fire Department are eligible. In order to be promoted, applicants must comply with all applicable Chapter 143 of the Tex. Loc. Gov't Code provisions dealing with promotions.

DUTIES:

As assigned by the superior officer.

**APPLICATION TO TEST IN
ASSESSMENT CENTER**

ONLY "on-line" applications will be accepted. To apply for this examination, please log on to:
www.governmentjobs.com/careers/houston/promotionaljobs.

Access to the Internet may be found at any Public Library. On-line applications must be submitted by 4:30 PM, Thursday, March 2, 2023.

THERE WILL BE NO LATE SIGN-UPS.

NOTE:

FOR FULL CREDIT, All information regarding education points and certification points **must** be submitted to HFD Human Resources at HFDCST@HoustonTX.gov. The **deadline** to turn in your records for this promotional exam is **three (3) weeks** prior to the written examination date.

**APPLICATION TO TAKE
WRITTEN TEST:**

After administration of the Assessment Center component, candidates will be REQUIRED to complete an additional Sign Up application in order to be included in the paper and pencil components.

ONLY "on-line" applications will be accepted. To apply for the written examination **after** completing the Assessment

Center, please log on to:
www.governmentjobs.com/careers/houston/promotionaljobs.
Access to the Internet may be found at any Public Library. On-line applications for the written exams will **begin THURSDAY, May 4, 2023** and must be submitted no later than **4:30 p.m., WEDNESDAY, May 17, 2023.**
THERE WILL BE NO LATE SIGN-UPS.

**REASONABLE
ACCOMMODATIONS:**

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

NOTE:

Please note that rankings may be adjusted on this list as individuals returning from military service take a comparable examination and are added to this list. (Uniformed Services Employment and Reemployment Rights Act).

SOURCE MATERIAL LIST FOR 2023 PROMOTIONAL EXAMINATION: SENIOR CAPTAIN

Blanket Omissions For External Books: All Acknowledgements, About the Author, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Tables, Figures, Illustrations, Maps, Forms, Glossaries, Summaries, References, and Captions.

Truck Company Operations, Copyright 2011, 2nd Edition. OMIT THE FOLLOWING (in addition to blanket omissions): Training Resources; Pages 37-38 (Multicompany Placement section). By John Mittendorf. ISBN- 978-1-59370-218-2. Published by PennWell Corporation, Tulsa, OK. (800-752-9764). \$95.00 plus shipping and handling. To order on-line, go to: www.fireengineeringbooks.com.

Legal Considerations for Fire and Emergency Services, Copyright 2022, 4th Edition. By J. Curtis Varone. ISBN-13: 978-1593705763. OMIT THE FOLLOWING (in addition to blanket omissions): Chapter 3; Trial Cases (gray shaded); Examples; Discussion Questions; Review Questions; Learning Objectives. Published by Fire Engineering Books, Tulsa, OK. (918-831-9421). \$107.00 plus shipping. To order online, go to: www.fireengineeringbooks.com.

Fully Involved Leadership: Successful Strategies in Leadership from the Firefighter to the Fire Chief, Copyright 2021. OMIT THE FOLLOWING (in addition to blanket omissions): Contemplations; My Wish for Fire Service Leaders. Gary Ludwig. ISBN-13: 978-1798948415. Independently Published, Hillsboro, Missouri. (601-232-7478). \$19.99 plus shipping. To order online, go to: <https://fullyinvolvedleadership.com/store>.

Firefighting Operations in High-Rise and Standpipe-Equipped Buildings, Copyright 2007. OMIT THE FOLLOWING (in addition to blanket omissions): Chapters 18, 20. By David M. McGrail. ISBN-13: 978-1-59370-054-6 Published by Fire Engineering Books, Tulsa, OK. (918-831-9421). \$83.00 plus shipping. To order online, go to: www.fireengineeringbooks.com.

Volume 1 Administration		
Ref Number	Subject	Date on Document
01	Rules and Regulations	08-08-22
01B	Code of Administrative Procedure for Classified Employees	03-14-22
03	Community Interaction	10-04-18
04	Complaints	03-14-22
05	Transfers	05-27-20
06	Controlled Substance and Alcohol Abuse	12-04-18
09	Mutual Aid	09-24-18
10	Mobile and Portable Radio Operations (Delete: Appendices B, C, D, F, G, H)	01-17-19
13	Outside Employment	09-18-18
19	Grievances (Classified Members)	10-22-18
21	General Services Department	10-24-18
22A	Scheduled Leaves and Absences Delete: 6.07R, S, T, V	12-30-19
22B	Unscheduled Leaves and Absences	12-30-19
23	Fire Station Management	11-08-18
24	Uniform Regulations and Personal Appearance	07-22-20
27	Personnel Files	12-05-18
28	Overtime	01-22-19
33	Internet/Intranet Guidelines	10-04-18
35	Classified Employee Performance Evaluation	11-01-18
39	Filing Overtime Submission	08-11-15
40	Records Management Program	09-05-18
46	Social Media	07-20-18
47	Classified Training	04-01-20
48	CISM	08-24-18

Volume 2 Emergency Operations		
Ref Number	Subject	Date on Document
01	Staffing	01-22-19
02	Protective Clothing	03-02-21
05	High-Rise Firefighting	04-01-20
06	Incident Management	09-24-18
07	Evacuation and Rescue Boat Operations	10-15-15
08	Rescue Rope	11-01-18
09	Trench Rescue Incidents	04-23-12
10	Confined Space and Tunnel Incidents	12-01-22
11	Water Rescue & Evacuation	11-27-18
13	CIMA	11-07-18
14	Hazardous Chemicals/Right to Know	01-01-02
15	Hazardous Materials Incidents	11-15-18
17	Rehabilitation Sector	08-01-15
18	Airport Guideline	09-12-18
21	Rapid Intervention Teams and Survivability	01-09-19
23	High Angle Rescue	11-01-18
24	Motor Vehicle Accident and Industrial Accident Extrication	11-01-18
25	Emergency Mobilization Plan	04-23-15
26	DTO/FTO Guidelines	09-14
27	Chemical Exposure Evaluation	11-15-18
28	Stokes Basket Operations	04-28-21
29	Civil Disorders	10-03-18
30	Elevator Operations	11-06-18
32	Developing Effective Water Supplies	10-09-18
33	Hurricane Guideline	04-23-15
35	Driving HFD Vehicles	04-01-20
36	Decontamination	11-15-18
39	SCBA Inspections	09-19-18
40	Probationary Firefighter	01-23-18
41	Weapons of Mass Destruction	11-16-18
42	MAY-DAY	01-09-19
43	Thermal Imaging Camera	10-04-18
46	Multiple Patient Vehicle Operations – AMBUS (MPV-602)	01-17-19
47	Structure Fire Incidents	04-01-20
48	Small Unmanned Aircraft Systems	11-16-18
49	Air Management	07-23-19
52	Ballistic Protective Equipment	07-23-19
53	Manpower Response Units	08-19
54	Damaged/Missing Equipment	12-01-22

Volume 3 EMS		
Ref Number	Subject	Date on Document
02	HIPAA Rules and Regulations (pages 1-20)	12-01-05
03	Infectious Disease and Control	01-07-19
04	Medical Review Process	02-04-19
09	Mass Casualty Management	01-01-20
10	Emergency Transportation of Patients in Non-Authorized Transport Vehicles	08-13-15

Executive Orders	Revision Date
1.18	10-16-2020
1.50	02-28-2019

EXAMINATION ANNOUNCEMENT FOR 2023 PROMOTIONAL PROCESS: SENIOR CAPTAIN

The Houston Fire Department is providing an electronic version of the Guideline Study Packets for the 2023 Senior Captain promotional exams to all applicants. Applicants may access, download, and/or print the Houston Fire Department Guidelines and Executive Orders for the 2023 Senior Captain examination from the following link:

<https://houtx.sharepoint.com/:f:/r/sites/HFDCaptainAndSeniorCaptainExamAdministration/Shared%20Documents/Senior%20Captain?csf=1&web=1&e=2uEJFB>

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.

TEST GUIDE:

A test guide will be available to applicants for download for the entirety of the posting period of this promotional announcement from the following link.

<https://houtx.sharepoint.com/:f:/r/sites/HFDCaptainAndSeniorCaptainExamAdministration/Shared%20Documents/Senior%20Captain?csf=1&web=1&e=2uEJFB>

ORIENTATION:

The candidate orientation will cover information on both the written exams and the assessment process. An orientation video will be available for viewing by applicants from March 20 – May 2, 2023 at 11:49 p.m., at which point access to the video content will be removed. The video will be available for viewing from the following link. The orientation video is approximately one hour in length.

<https://houtx.sharepoint.com/:f:/r/sites/HFDCaptainAndSeniorCaptainExamAdministration/Shared%20Documents/Senior%20Captain?csf=1&web=1&e=2uEJFB>

A pdf of the orientation manual will also be available for download by applicants from the aforementioned link. While access to the video will be removed after the viewing deadline mentioned above, the PDF orientation manual may be retained by candidates. Viewing of the orientation video and/or manual is voluntary; however, we

encourage candidates to take advantage of the preparation materials provided to them.

After reviewing the orientation material, candidates will be allowed to submit questions for Morris & McDaniel to respond to. Questions must be submitted in writing to HFDCST@HoustonTX.gov. Questions will be accepted starting at 9:00 am March 20 until 5:00 pm April 3, 2023. In the email's subject line, put "HFD Senior Captain Orientation Question" – this will allow the e-mail to be routed appropriately. Once the deadline for questions has expired, Morris & McDaniel will compile all questions and write responses to each. The questions and answers will be available for viewing by all candidates from the above link starting April 7, 2023.

Please note that the HFD Senior Captain orientation material and study guide is for **exclusive use by candidates meeting the eligibility requirements for the 2023 HFD promotional process to the rank of Senior Captain**, as well as other authorized personnel. **No one else is authorized to view the material.**

DATE AND TIME OF EXAMINATION: The Assessment Center will be conducted on Wednesday, May 3, 2023 at Houston Marriott South at Hobby Airport located at 9100 Gulf Freeway, Houston, Texas 77017. Upon registration completion, candidates will be advised of their report time and additional information for the Assessment Center.

The Job Knowledge and Situational Judgment paper and pencil examinations will be given on Thursday, May 25, 2023, at the NRG Center located at 1 NRG Park, Houston, Texas 77054. Specific report time(s) and room location(s) will be provided at a later date. Parking is \$20.00 per car with NO In & Out Parking Privileges. If car leaves the parking lot, car will have to pay the \$20.00 parking fee again. **NRG Park has transitioned to credit cards only for parking payment and will no longer be accepting cash.** The specific Gate for entrance and parking lot information will be announced with report times.

Candidates arriving after their assigned report time for either the Assessment Center or the Written Exam administration will not be allowed to test.

APPEALS/REBUTTALS

Any candidate who has taken the written promotional examinations may review his/her examination results and then file an appeal of any question(s) on the tests. Appeals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. The appeal process will begin on Friday, May 26, 2023 and last until Friday, June 9, 2023 (excluding Memorial Day). During this process, candidates may view a copy of their answer sheets and a purported answer key. Relevant source material will be permitted in the appeals room. Candidates may fill

out an appeal form for each item they wish to protest. Electronic devices will **not** be allowed in the appeals room. Morris & McDaniel personnel, along with Classified Testing, will be monitoring the process and candidates may be required to wait if too many candidates are in the appeals room at one time.

A rebuttal period, in which candidates may rebut any appeal filed, will begin Monday, June 12, 2023 and last until Monday, June 26, 2023 (excluding Juneteenth Holiday). Rebuttals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. During this process, candidates will have the opportunity to view appeals that were filed and complete a rebuttal form if they believe that the question should remain as originally keyed. Electronic devices will **not** be allowed in the rebuttals room. Morris & McDaniel personnel, along with Classified Testing, will be monitoring the process and candidates may be required to wait if too many candidates are in the rebuttals room at one time.

DATE OF ANNOUNCEMENT: **January 31, 2023**

POST UNTIL: May 24, 2023