

FIRE FIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR  
\*\*\*USERRA\*\*\*

2017 PROMOTIONAL EXAMINATION

INVESTIGATOR  
HOUSTON FIRE DEPARTMENT

The 2017 USERRA promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**BRANNIGAN'S BUILDING CONSTRUCTION FOR THE FIRE SERVICE**, 5<sup>th</sup> Edition, Copyright 2015, ISBN: 978-1284136135, By: Glenn P. Corbett, Francis L. Brannigan. Published by Jones & Bartlett Learning; 5 Wall Street, Burlington, MA 01803 (800-832-0034). Cost: \$104.95 Fedex ground shipping est. cost is approximately \$10.00. Rush order are available. The book may be purchased online from [www.jblearning.com](http://www.jblearning.com) as well as other retailers.

**CRIMINAL INVESTIGATION BASIC PERSPECTIVES**, 13<sup>th</sup> Edition, Copyright 2016; ISBN: 978-0133514407, By: Charles A. Lushbaugh, Paul B. Weston, Published by Pearson. One Lake Street, Upper Saddle River, NJ 07458 (800-745-8489). Cost: \$134.80. UPS ground shipping cost is 7% of the purchased cost. The book may be purchased online from [www.pearsonhighered.com](http://www.pearsonhighered.com) as well as other online retailers.

**FIRE INVESTIGATOR PRINCIPLES AND PRACTICE TO NFPA 921 AND 1033**, 4<sup>th</sup> Edition, Copyright 2016. ISBN: 978-1284026986, By: National Fire Protection Association. Published by Jones & Barlett Learning; 5 Wall Street, Burlington, MA 01803 (800-832-0034). Cost: \$126.95; Fedex ground shipping est. is cost \$10.00. Rush order are available. The book may be purchased online from [www.jblearning.com](http://www.jblearning.com) as well as other retailers.

**JUST THE FACTS INVESTIGATIVE REPORT WRITING**, 5<sup>th</sup> Edition, Copyright 2016; ISBN: 978-0133591309, By: Michael Biggs, Published by Pearson. One Lake Street, Upper Saddle River, NJ 07458 (800-745-8489). Cost: \$77.68 UPS ground shipping cost is 7% of the purchased cost. The book may be purchased online from [www.pearsonhighered.com](http://www.pearsonhighered.com) as well as other online retailers.

**PRACTICAL ASPECTS OF INTERVIEW AND INTERROGATION**, 2<sup>nd</sup> Edition, Copyright 2002; ISBN: 978-0849301018, By: David E. Zulawski, Douglas E. Wicklander, Published by CRC Press. 6000 Broken Sound Parkway NW, suite 300, Boca Raton, FL 33487 (800-272-7737) Cost: \$104.95, Fedex ground shipping cost: \$5.99. This book is print on demand after placing order book will be shipped in 2 weeks. The book may be purchased online from [www.crcpress.com](http://www.crcpress.com) as well as other online retailers.

The 2017 USERRA 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 – 01	RULES AND REGULATIONS	DATED 08-01-12
I – 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 10-23-15
I – 13	EXTRA EMPLOYMENT	DATED 08-26-16
I – 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I – 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I – 22	LEAVES AND ABSENCES	DATED 08-20-15
I – 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 01-02-14
I – 33	INTERNET/INTRANET GUIDELINES	DATED 09-26-15
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05
I – 41	HFD CELLULAR PHONES	DATED 01-01-08

**VOLUME IV – FIRE & ARSON INVESTIGATION DIVISION**

IV – 01	FIRE & ARSON INVESTIGATION DIVISION GUIDELINES	DATED 06-15-15
	EO 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

**THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2017 INVESTIGATOR 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.

The 2017 USERRA promotional examination for **INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued)

**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:**

Please contact Classified Testing at [HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov). if you would like to schedule a test orientation session.

**DATE AND TIME OF EXAMINATION:**

The examination will be given at **9:00 a.m. on Wednesday, January 24, 2018** at the Learning and Development Center, Room 112, 4501 Leeland, Houston, TX 77023.

**DATE OF ANNOUNCEMENT:**

October 11<sup>th</sup>, 2017

AN EQUAL OPPORTUNITY EMPLOYER M/F  
POST UNTIL: January 23, 2018