

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

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Captain 2015

Houston Fire Department

**QUALIFICATIONS FOR
ELIGIBILITY TO TAKE TEST:**

All Firefighters who have ever held a continuous position for two (2) years or more in the classification of Engineer Operator, 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 and provisions of the Collective Bargaining Agreement.

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.houstonfire.org. Access to the Internet and to computer terminals may be found at The City of Houston Human Resources Department, 611 Walker, downstairs on the garden level; or any Public Library. **On-line applications must be submitted by 4:30 PM, Friday, September 25, 2015**

NOTE:

All information regarding education points and certification points **must** be turned in to HFD Human Resources before the promotional exam. The **deadline** to turn in your records for a promotional exam is **three (3) weeks prior** to the promotional examination date. There will be **NO** revisions made to any points once the 5 day review period has ended. Any education or certification points presented at or after the exam, will be used in subsequent promotional exams, and will not be awarded toward the current promotional exam.

APPLICATION TO TAKE

WRITTEN EXAMS:

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.houstonfire.org. Access to the Internet and to computer terminals may be found at The City of Houston Human Resources Department, 611 Walker, downstairs in the garden level; or any Public Library. On-line applications for the written exams will **begin MONDAY, December 7, 2015** and must be submitted no later than **4:30 p.m., FRIDAY, December 18, 2015.**

NUMBER OF VACANCIES:

On the date of this announcement, there 0 created by retirement, 0 created by promotion, and 0 newly created by City Council. Please refer to the link below for updates. 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 Act).

**SOURCE MATERIAL LIST FOR
2015 PROMOTIONAL EXAMINATION
CAPTAIN
HOUSTON FIRE DEPARTMENT**

Brannigan's Building Construction for the Fire Service, Copyright 2015, 5th Edition. OMIT THE FOLLOWING: Brief Contents; Table of Contents; Instructor, Student and Technology Resources; Acknowledgements; Preface; Case Studies; Figures, Wrap-ups (chapter summary, key terms, case study, and challenging questions); Tables; Branniganism; Challenging Questions (at end of each chapter); Appendix A; Appendix B; Glossary; and Index. By Francis L. Brannigan, Glenn P. Corbett, and NFPA. ISBN: 13: 978-1-4496-8894-3, 10: 1449688942. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034). \$93.95 plus shipping and handling; \$65.77 with HFD15 coupon applied. To order on-line (with discounted rate), go to: <http://www.jblearning.com/cart/Default.aspx?bc=8894-3&coupon=HFD15>

Candidates may also call customer service and reference book code 8894-3 and coupon code HFD15 to receive discount.

Management in the Fire Service, Copyright 2008, 4th Edition. OMIT THE FOLLOWING: Brief Contents; Table of Contents; Chapter Resources; Instructor Resources; Acknowledgements; Preface; Foreword; Tables; Figures; **Chapters 8 and 10**; Scenarios; Scenario Analyses; FYI's; Wrap-ups; Appendices A1, B, C, D, E, F, G; Glossary and Index. By Harry R. Carter, Erwin Rausch, and NFPA. 13: 978-0-7637-5169-2, 10: 0-7637-5169-3. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034). \$127.95 plus shipping and handling; \$89.57 with HFD15 coupon applied. To order on-line (with discounted rate), go to: <http://www.jblearning.com/cart/Default.aspx?bc=5169-3&coupon=HFD15>

Candidates may also call customer service and reference book code 5169-3 and coupon code HFD15 to receive discount.

Structural Firefighting Strategy and Tactics, Copyright 2016, 3rd Edition. OMIT THE FOLLOWING: Brief Contents; Table of Contents; Acknowledgements; Dedication; Preface; Learning Objectives; Case Studies; Introductions (beginning of each chapter), Notes, Fallacy/Fact, Figures, Incident Summaries; IC Rule of Engagement for Firefighter Safety, Rule of Engagement for Firefighter Survival; Wrap-ups; Appendices A, B, and C; Glossary and Index. By Bernard "Ben" J. Klaene and NFPA. ISBN: 13: 978-1-4496-4239-6. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034). \$102.95 plus shipping and handling; \$72.07 with HFD15 coupon applied. To order on-line (with discounted rate), go to: <http://www.jblearning.com/cart/Default.aspx?bc=4239-6&coupon=HFD15>

Candidates may also call customer service and reference book code 4239-6 and coupon code HFD15 to receive discount.

Evidence-Based Practices for Strategic and Tactical Firefighting, Copyright 2016, 1st Edition. OMIT THE FOLLOWING: Acknowledgements; Pages 16 and 17 (Continued Research, Summary and Wrap-up). By International Association of Fire Chiefs National Fire Protection Association. ISBN: 13: 978-1-284-08410-8, 10: 1284084108. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034) \$13.95 plus shipping and handling; \$10.46 with HFD15 coupon applied. To order on-line with discounted rate), go to: <http://www.jblearning.com/cart/Default.aspx?bc=08410-8&coupon=HFD15>

Candidates may also call customer service and reference book code #08410-8 and promotion code HFD15 to receive discount.

Engine Company Fireground Operations, Copyright 2008, 3rd Edition. OMIT THE FOLLOWING: A Tribute to the Author and His Legacy; Brief Contents; Contents; Chapter Resources; Instructor Resources; Acknowledgements; Contributing Author; Preface; Learning Objectives; Figures; Wrap-ups; Firefighter in Action; Appendix; Glossary and Index. By Harold Richman, Steve Persson and NFPA. ISBN: 13: 978-0-7637-4495-3, 10: 0-7637-4495-6. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034) \$114.95 plus shipping and handling; \$80.47 with HFD15 coupon applied. To order on-line (at discounted rate), go to: <http://www.jblearning.com/cart/Default.aspx?bc=4495-6&coupon=HFD15>

Candidates may also call customer service and reference book code #4495-6 and coupon code HFD15 to receive discount.

HFD Promotional Test Bundle (includes all 5 books): Use Promotion Code HFD15 for discount. Bundle cost = \$256.16.

Go to: <http://www.jblearning.com/cart/Default.aspx?bc=10685-5&coupon=HFD15>.

Candidates may also call customer service and reference book code #10685-5 and coupon code HFD15 for book bundle.

SOURCE MATERIAL LIST FOR 2015 PROMOTIONAL EXAMINATION: CAPTAIN

Standard Operating Procedures: Volume I - Administration		
REFERENCE NUMBER	SUBJECT	DATE ON DOCUMENT
01	Rules and Regulations	08-01-12
22	Leaves and Absences With Appendices A and B	08-20-15
23	Fire Station Management	03-01-13
27	Personnel Files	08-01-05
30	Coaching, Counseling and Motivating Members of the Houston Fire Department With Appendix A	08-01-05
38	Reserve Apparatus Guidelines	08-01-05

Standard Operating Procedures: Volume II - Emergency Operations		
REFERENCE NUMBER	SUBJECT	DATE ON DOCUMENT
01	Staffing	03-01-13
02	Protective Clothing	01-02-12
05	High-rise Firefighting	09-01-08
06	Incident Management With Appendix	04-23-15
07	Evacuation and Rescue Boat Operations	08-01-05
11	Water Rescue Incidents	08-01-05
21	Rapid Intervention Teams and Survivability	09-2014
22	Africanized Honey Bee Incidents	07-01-15
29	Civil Disorders	08-01-05
31	Hydrant Inspection	08-01-05
32	Developing Effective Water Supplies	08-01-05
33	Hurricane With Appendix A	04-23-15
42	May-Day	07-07-15
43	Thermal Imaging Camera	06-10-15
47	Structure Fire Incidents with Appendices 1 and 2	02-11-15

Standard Operating Procedures: Volume III - EMS		
REFERENCE NUMBER	SUBJECT	DATE ON DOCUMENT
09	Multiple Casualty Management Guidelines With Attachments 1-8	03-19-14

EXAMINATION ANNOUNCEMENT FOR 2015 PROMOTIONAL PROCESS: CAPTAIN

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2015 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. Proof of exam registration must be presented).

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.

ORIENTATION:

There will be four total orientation sessions held at the Val Jahnke Training Facility, in the Gym, located at 8030 Braniff St., Houston, TX 77061 on Thursday, September 24, 2015 and Friday, September 25, 2015. Parking will be available to candidates in Lot 1.

Two sessions will be held on each of the above dates. The first session will start at 9 a.m. and the second session will start at 1 p.m. Each session is anticipated to last approximately 2 hours, covering information on both the written exams (written knowledge exam and situational judgment test) and the assessment process. Attendance for this orientation is voluntary. Limited seating is available at each session.

DATE AND EXAMINATION: **TIME** **OF** The Assessment Center will be conducted on Sunday, December 6, 2015 at Chavez High School, located at 8501 Howard Drive, Houston, Texas 77017. Upon registration completion, candidates will be advised of their report time for the Assessment Center.

The Job Knowledge and Situational Judgment paper and pencil examinations will be given at 9:00 a.m. on Tuesday, January 5, 2016 at the NRG Center located at One NRG Park, Houston, Texas 77054. Parking is in the Orange lot and is anticipated to be \$12 per car. Upon registration completion, candidates will be advised of registration times and exam room for the day of the test.

EXAMINATION ANNOUNCEMENT FOR 2015 PROMOTIONAL PROCESS: CAPTAIN

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 room 111/112 (check in at front to ensure no room change has occurred) of the Learning and Development Center located at 4501 Leeland St. Houston, TX 77023. The appeal process will begin on Wednesday, January 6, 2016 and last until Tuesday, January 19, 2016. 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 Wednesday, January 20, 2016 and last until Tuesday, February 2, 2016. Rebuttals will be held in room 111/112 (check in at front to ensure no room change has occurred) of the Learning and Development Center located at 4501 Leeland St. Houston, TX 77023. 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: August 26, 2015

POST UNTIL: September 25, 2015

AN EQUAL OPPORTUNITY EMPLOYER M/F