

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Chief Investigator 2017

Houston Fire Department

QUALIFICATIONS FOR

ELIGIBILITY TO TAKE TEST:

All Classified Fire Department Employees who have ever held a position for two (2) cumulative years or more in the classification of Senior Investigator 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 provisions of Chapter 143 of the Texas Local Government Code, in addition to the provisions of the Collective Bargaining Agreement.

DUTIES:

As assigned by the superior officer.

APPLICATION TO TAKE TEST:

ONLY "on-line" applications will be accepted. To apply for this examination, please log-on to: www.houstonfire.org. Access to the internet and computer terminals may be found at The City of Houston Human Resources Department, 611 Walker, on the garden level or any Public Library. On-line applications must be submitted by 4:30 PM, Friday, March 31, 2017. **THERE ARE NO LATE SIGN-UPS ALLOWED.**

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.

ORIENTATION:

Classified Testing will conduct a Test Process orientation on **Thursday, March 30, 2017** from 9:00AM to 12:00PM Noon and on **Friday, March 31, 2017** from 12:00PM Noon to 3:00PM. The orientations will be located at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023. Please check at the front desk of the Cape Center for the room number. If unable to attend one of the scheduled

sessions, please contact Classified Testing at
ChiefInvestigator2017@houstontx.gov.

DATE AND TIME

OF EXAMINATION:

The examination will be given at **the Learning and Development Center, 4501 Leeland Street, Houston Texas 77023 on Wednesday, May 31, 2017 in rooms 111/112.** The examination will begin at **9:00AM.**

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.**

USERRA:

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).

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

CRIMINAL PROCEDURE, 10th Edition, Copyright 2018, ISBN: 978-1305969001, By: Joel Samaha. Published by Cengage, 10650 Toebben Drive, Independence, KY 41051, (800-354-9706 option #3). Cost: \$284.95.00 UPS ground shipping est. cost \$8.00. Rush order are available. The book may be purchased online from www.cengage.com as well as other retailers.

HOMELAND SECURITY PRINCIPLES AND PRACTICE OF TERRORISM RESPONSE, 1st Edition, Copyright 2011, ISBN: 9780763757854, By: Paul M. Maniscalco, Dr. Hank T. Christen Jr., Published by Jones & Bartlett, 40 Tall Pine Drive, Sudbury, MA 01776 (800-832-0034). Cost: \$132.95. FedEx ground shipping cost \$12.00. Rush delivery is available. The book may be purchased online from www.jblearning.com as well as other online retailers.

MANAGEMENT AND SUPERVISION IN LAW ENFORCEMENT, 7TH Edition, Copyright 2016. ISBN 978-1285447926, By: Karen Hess, Christine Hess Orthmann, Shaun Ladue. Published by Cengage, 10650 Toebben Drive, Independence, KY 41051, (800-354-9706 option #3). Cost: \$177.95. UPS ground shipping est. cost \$8.00. Rush delivery is available. The book may be purchased online www.cengage.com as well as other online retailers. An e-Book format is also available.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED STUDY MATERIAL. COPIES OF THESE ARE AVAILABLE IN QUARTERMASTER AT LOGISTICS.

ONLY MEMBERS ELIGIBLE TO STUDY FOR THE EXAM WILL BE ABLE TO PICK UP THE STUDY PACKAGE.

VOLUME I - ADMINISTRATION

I - 01	RULES AND REGULATIONS	DATED 08-01-12
I - 04	COMPLAINTS	DATED 04-14-16
I - 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 09-11-15
I - 19	GRIEVANCES (CLASSIFIED)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 08-20-15
I - 27	PERSONNEL FILES	DATED 09-26-16
I - 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF THE HOUSTON FIRE DEPARTMENT	DATED 08-27-15
I - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 04-14-16

VOLUME IV - FIRE PREVENTION

IV-01	HOUSTON ARSON BUREAU GUIDELINES	DATED 06-15-15
AP - 2.2	MOTOR VEHICLE ASSIGNMENT AND USE	DATED 02-01-99
EO - 18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO - 50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2017 CHIEF 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.

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.

DATE ANNOUNCED: Wednesday, March 01, 2017

Post Until: Friday, March 31, 2017

AN EQUAL OPPORTUNITY EMPLOYER M/F