

# FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

## CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

### Communications Captain 2020 Houston Fire Department

The 2020 promotional examination for **COMMUNICATIONS CAPTAIN, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**COMMUNICATION BETWEEN CULTURES, 9th Edition, Copyright 2017.** By: Larry A. Samovar, Richard E. Porter, Edwin R. McDaniel, Carolyn S. Roy; ISBN: 9781285444628, Cengage Learning, 20 Channel Center Street, Boston MA, 02210. (800) 354-9706. eBook available for rent. Cost: \$27.99. Available on-line at [www.cengage.com](http://www.cengage.com).

**EMERGENCY TELECOMMUNICATOR, 4th Edition, Copyright 2017.** By: International Academies of Emergency Dispatch Published by Priority Press, 110 South Regent Street, Salt Lake City, UT 84111. (800) 363-9127. Cost: \$50.00. You may purchase and pick up a copy of this book from the Quarter Master at 1205 Dart Street, Houston TX 77007. (832) 395-8517. Payment to purchase the book can only be cash or check. No credit or debit cards are accepted for this purchase.

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED IN THE STUDY MATERIAL.

#### **VOLUME I – ADMINISTRATION**

I – 01	HFD RULES AND REGULATIONS	DATED 01-30-19
I – 02	JOINT LABOR AND MANAGEMENT SAFETY COMMITTEE	DATED 03-28-16
I – 03	COMMUNITY INTERACTION	DATED 10-04-18
I – 04	COMPLAINTS	DATED 10-22-18
I – 05	TRANSFERS	DATED 05-27-20
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 12-04-18
I – 07	CHAPLAIN PROGRAM	DATED 10-04-18
I – 08	VISITING DIGNITARIES	DATED 01-30-19
I – 09	MUTUAL AID	DATED 09-24-18
I – 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 01-17-19
I – 12	MILEAGE REIMBURSEMENT	DATED 01-29-20
I – 13	OUTSIDE EMPLOYMENT	DATED 09-18-18
I – 15	FUNERAL GUIDELINE	DATED 02-19-19
I – 16	MOTOR VEHICLE CRASHES	DATED 01-20-19
I – 18	BILINGUAL UTILIZATION AND ASSIGNMENT PAY (CLASSIFIED MEMBERS)	DATED 10-04-18
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 10-22-18
I – 21	GENERAL SERVICES DEPARTMENT	DATED 10-24-18
I – 22A	SCHEDULED LEAVES AND ABSENCES	DATED 12-30-19
I – 22B	UNSCHEDULED LEAVES AND ABSENCES	DATED 12-30-19
I – 23	FIRE STATION MANAGEMENT	DATED 11-08-18
I – 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 01-02-14
I – 25	OCCUPATIONAL WELLNESS	DATED 10-22-18
I – 26	VOLUNTEER LAWYER REFERRAL PROGRAM	DATED 10-04-18
I – 27	PERSONNEL FILES	DATED 12-05-18
I – 28	OVERTIME	DATED 01-22-19

## Communications Captain 2020 Source Announcement (Continued)

I – 30	COACHING COUNSELING AND MOTIVATING	DATED 08-27-15
I – 32	WORKPLACE LACTATION	DATED 11-08-18
I – 33	INTERNET/INTRANET GUIDELINES	DATED 10-04-18
I – 34	DEDICATION OF FIRE APPARATUS	DATED 04-26-16
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 11-01-18
I – 39	FILING OVERTIME SUBMISSION	DATED 08-11-15
I – 40	RECORDS MANAGEMENT PROGRAM	DATED 09-05-18

### **VOLUME II – EMERGENCY OPERATIONS**

II – 01	STAFFING	DATED 01-22-19
II – 02	PROTECTIVE CLOTHING	DATED 04-01-20
II – 03	ELECTRONIC ACCOUNTABILITY SYSTEM	DATED 02-07-19
II – 04	HIGHRISE BUILDING SURVEY	DATED 01-15-19
II – 05	HIGH-RISE FIREFIGHTING	DATED 04-01-20
II – 06	INCIDENT MANAGEMENT	DATED 09-24-18
II – 08	RESCUE ROPE	DATED 11-01-18
II – 12	CONFINED SPACE OPERATIONS	DATED 11-01-18
II – 13	CIMA	DATED 11-07-18
II – 15	HAZARDOUS MATERIALS INCIDENTS	DATED 11-15-18
II – 16	TRAFFIC INCIDENT MANAGEMENT	DATED 04-01-20
II – 17	REHABILITATION	DATED 08-01-15
II – 18	AIRPORT GUIDELINE	DATED 09-12-18
II – 19	TACTICAL EVALUATION AND ASSESSMENT PLAN	DATED 02-04-19
II – 21	RAPID INTERVENTION TEAMS AND SURVIVABILITY	DATED 01-09-19
II – 22	AFRICANIZED HONEY BEE INCIDENTS	DATED 10-25-18
II – 23	HIGH ANGLE RESCUE	DATED 11-01-18
II – 24	MOTOR VEHICLE ACCIDENT AND INDUSTRIAL ACCIDENT EXTRICATION	DATED 11-01-18
II – 25	EMERGENCY MOBILIZATION PLAN	DATED 04-23-15
II – 26	DTO/FTO GUIDELINES	DATED 09-01-14
II – 27	CHEMICAL EXPOSURE EVALUATION	DATED 11-15-18
II – 28	STOKES BASKET OPERATIONS	DATED 11-01-18
II – 29	CIVIL DISORDERS	DATED 10-03-18
II – 30	ELEVATOR OPERATION	DATED 11-06-18
II – 32	DEVELOPING EFFECTIVE WATER SUPPLIES	DATED 10-09-18
II – 33	HURRICANE GUIDELINE	DATED 04-23-15
II – 35	DRIVING HFD VEHICLES	DATED 04-01-20
II – 36	DECONTAMINATION	DATED 11-15-18
II – 37	SHIPBOARD FIREFIGHTING	DATED 01-01-10
II – 38	REPORTING OF AUTOMATIC ALARMS	DATED 01-14-19
II – 41	WEAPONS OF MASS DESTRUCTION	DATED 11-16-18
II – 42	MAY-DAY	DATED 01-09-19
II – 44	FIRE HOSE	DATED 01-09-19
II – 45	SPECIAL EVENTS	DATED 02-07-19
II – 46	MULTIPLE PATIENT VEHICLE OPERATIONS – AMBUS (MPV-602)	DATED 01-17-19
II – 47	STRUCTURE FIRE INCIDENTS	DATED 04-01-20
II – 48	SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)	DATED 11-16-18
II – 51	HELICOPTER OPERATIONS	DATED 03-01-19

### **VOLUME III – EMERGENCY MEDICAL SERVICES**

III – 01	PATIENT CARE GUIDELINES AND STANDING ORDERS FOR BLS AND ALS UNITS	DATED 09-17-19
III – 03	INFECTIOUS DISEASE AND CONTROL	DATED 01-07-19
III – 04	MEDICAL INCIDENT REVIEW PROCESS	DATED 02-04-19
III – 06	BARIATRIC TRANSPORTS	DATED 01-30-19
III – 09	MASS CASUALTY MANAGEMENT	DATED 01-01-20
III – 10	EMERGENCY TRANSPORTATION OF PATIENTS IN NON-AUTHORIZED TRANSPORT VEHICLES	DATED 08-13-15
III – 13	STAFF ASSIGNED EMS CREDENTIALING	DATED 01-01-20

**OEC STANDARD OPERATING PROCEDURES (ALL)**

DATED 06-25-19

**THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2020 COMMUNICATIONS CAPTAIN EXAMINATION**

Applicants may access, download, and/or print the source material guidelines from the following link: <https://www.dropbox.com/sh/bzjqhfpf74r3oo/AADJCGfrFkXH4hxU4DbxUeXPa?dl=0>

Applicants shall refrain from utilizing any City of Houston printer to print Source Material Guidelines or other study material.

**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 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.**

**ORIENTATION:**

A Test Process orientation presentation is located at: <https://www.dropbox.com/sh/bzjqhfpf74r3oo/AADJCGfrFkXH4hxU4DbxUeXPa?dl=0>. If you have questions, please contact Classified Testing at HFDCST@houstontx.gov.

**DATE AND TIME OF EXAMINATION:**

The examination will be given at **9:00 a.m., Wednesday, October 21<sup>st</sup> 2020** at the **Val Jahnke Training Facility at 8030 Braniff St, Houston, TX 77061.**

**DATE OF ANNOUNCEMENT:**

July 15, 2020