

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

CITY OF HOUSTON  
EXAMINATION ANNOUNCEMENT FOR  
THE POSITION OF

**Captain 2025**

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 current 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.governmentjobs.com/careers/houston/promotionaljobs](http://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, Saturday, August 2, 2025.

**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 [HFDEduCerts@houstontx.gov](mailto:HFDEduCerts@houstontx.gov) The **deadline** to turn in your records for this promotional exam is **three (3) weeks** prior to the written examination date.

**NOTE:**

After administration of the Assessment Center component, candidates will NOT be required to complete an additional Sign-Up application in order to be included in the paper and pencil components. However, a candidate must have completed the Assessment Center component to sit for the Written Examination.

**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).

## HOUSTON FIRE DEPARTMENT

### Source Material List for 2025 Promotional Examinations: 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**

**Firefighting Operations in High-Rise and Standpipe-Equipped Buildings, Copyright 2007.** By David M. McGrail. ISBN-13: 978-1-59370-054-6. Published by Fire Engineering Books, Tulsa, OK. (918-831-9117). \$83.00 plus shipping. To order online, go to: [www.fireengineeringbooks.com](http://www.fireengineeringbooks.com).

**IFSTA-Structural Firefighting: Initial Response Strategies and Tactics, Copyright 2022, 3<sup>rd</sup> Edition.** ISBN: 978-0-87939-768-5: Published by Fire Protection Publications, Stillwater, OK. (405-744-5723). \$90.25 plus shipping. To order online, go to: [www.ifsta.org](http://www.ifsta.org).

**Leaders Eat Last, Copyright 2014.** By Simon Sinek. ISBN: 978-1591848011 (paperback). Published by Portfolio/Penguin, New York, NY (212-572-2232). \$20.00 plus shipping. To order online, go to: [www.penguinrandomhouse.com](http://www.penguinrandomhouse.com).

**The Art of Reading Buildings, Copyright 2015.** By John Mittenfior and Dave Dodson. ISBN-13: 978-1-59370-342-4. Published by Fire Engineering Books, Tulsa, OK. (918-831-9117). \$107.00 plus shipping. To order online, go to: [www.fireengineeringbooks.com](http://www.fireengineeringbooks.com).

Volume 1 Administration		
Ref Number	Subject	Date on Document
01	Rules and Regulations	07-05-23
01B	HFD Code of Administrative Procedure for Classified Employees	03-14-22
03	Community Interaction	Revised 10-4-2018 Reviewed 6-06-23
04	Complaints	Revised 3-14-22 Reviewed 4-28-23
05	Transfers	02-14-24
06	Controlled Substance and Alcohol Abuse	Revised 12-4-18 Reviewed 7-10-23
09	Mutual Aid	Revised 9-24-18 Reviewed 3-18-23
10	Mobile and Portable Radio Operations (Delete: Appendix F)	Revised 1-17-19 Reviewed 3-19-23
13	Outside Employment	11-01-23
15	Funeral Guidelines	Revised 2-19-19

<b>Volume 1 Administration</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
		<b>Reviewed 2-22-23</b>
<b>16</b>	<b>Motor Vehicle Incidents</b>	<b>Revised 3-16-23 Reviewed 7-20-23</b>
<b>19</b>	<b>Grievances (Classified Members)</b>	<b>Revised 10-22-18 Reviewed 02-24-23</b>
<b>21</b>	<b>General Services Department</b>	<b>10-24-18</b>
<b>22A</b>	<b>Scheduled Leaves and Absences Delete: 6.07R, S, T, V</b>	<b>Revised 12-30-19 Reviewed 6-22-23</b>
<b>22B</b>	<b>Unscheduled Leaves and Absences</b>	<b>Revised 12-30-19 Reviewed 6-22-23</b>
<b>23</b>	<b>Fire Station Management</b>	<b>Revised 11-8-18 Reviewed 4-2-23</b>
<b>24</b>	<b>Uniform Regulations and Personal Appearance</b>	<b>04-4-23</b>
<b>25</b>	<b>Occupational Wellness</b>	<b>Revised 10-22-18 Reviewed 4-01-23</b>
<b>27</b>	<b>Personnel Files</b>	<b>Revised 12-5-18 Reviewed 5-4-23</b>
<b>28</b>	<b>Overtime</b>	<b>02-01-24</b>
<b>30</b>	<b>After-Action Review (AAR) Guideline</b>	<b>Modified 4-8-24</b>
<b>32</b>	<b>Workplace Lactation</b>	<b>Revised 11-8-18 Reviewed 6-24-23</b>
<b>33</b>	<b>Internet/Intranet Guidelines</b>	<b>Revised 10-4-18 Reviewed 5-9-23</b>
<b>35</b>	<b>Classified Employee Performance Evaluation</b>	<b>Revised 11-1-18 Reviewed 7-1-23</b>
<b>38</b>	<b>Reserve Apparatus Guidelines</b>	<b>08-01-05</b>
<b>39</b>	<b>Filing Overtime Submission</b>	<b>Revised 8-29-23 Reviewed 7-01-23</b>
<b>40</b>	<b>Records Management Program</b>	<b>Revised 9-5-18 Reviewed 6-15-23</b>
<b>46</b>	<b>Social Media</b>	<b>07-20-18</b>
<b>47</b>	<b>Classified Training</b>	<b>06-11-24</b>
<b>48</b>	<b>Critical Incident Stress Management</b>	<b>Revised 8-24-18 Reviewed 3-18-23</b>

<b>Volume 2 Emergency Operations</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
<b>01</b>	<b>Staffing</b>	<b>01-22-19</b>
<b>02</b>	<b>Protective Clothing</b>	<b>Revised 3-2-21 Reviewed 3-7-23</b>
<b>05</b>	<b>High-Rise Firefighting</b>	<b>05-16-23</b>

<b>Volume 2 Emergency Operations</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
06	Incident Management	03-14-23
08	Rescue Rope	03-14-23
09	Trench Rescue Incidents	06-17-21
10	Confined Space and Tunnel Incidents	12-01-22
11	Flood Water Rescue & Evacuation	04-05-24
13	CIMA	11-7-18
14	Hazardous Chemicals/Right to Know	01-01-2002
15	Hazardous Materials Incidents	11-15-18
16	Traffic Incident Management	Revised 4-1-20 Reviewed 4-25-23
17	Rehabilitation	08-01-15
18	Airport Guideline	Revised 9-12-18 Reviewed 5-26-23
21	Rapid Intervention Teams and Survivability	Revised 1-9-19 Reviewed 7-25-23
23	High Angle Rescue	11-1-18
24	Motor Vehicle Accident and Industrial Accident Extrication	11-1-18
25	Emergency Mobilization Plan	04-23-15
26	DTO/FTO Guidelines	02-01-24
27	Chemical Exposure Evaluation	11-15-18
28	Stokes Basket Operations	4-28-21
29	Civil Disorders	Revised 10-3-18 Reviewed 1-31-23
30	Elevator Operation	11-6-18
32	Developing Effective Water Supplies	10-9-18
33	Hurricane Guideline	04-23-15
35	Driving HFD Vehicles	02-01-24
36	Decontamination	11-15-18
37	Shipboard Firefighting	01-01-10
38	Reporting of Automatic Alarms	01-14-19
39	SCBA Inspections	Revised 9-19-18 Reviewed 4-7-23
40	Probationary Firefighter	01-25-18
41	Weapons of Mass Destruction	Revised 11-16-18 Reviewed 8-22-23
42	MAY-DAY	Revised 1-9-19 Reviewed 2-24-23
43	Thermal Imaging Camera	Revised 10-4-18 Reviewed 5-2-23
44	Fire Hose	1-09-19
46	Multiple Patient Vehicle Operations – AMBUS (MPV-602)	Revised 1-17-19 Reviewed 3-3-23
47	Structure Fire Incidents	04-01-20

<b>Volume 2 Emergency Operations</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
48	Small Unmanned Aircraft Systems (sUAS)	Revised 11-16-18 Reviewed 6-14-23
49	Air Management	Revised 7-23-19 Reviewed 3-10-23
50	Active Shooter/Hostile Event Response (ASHER)	06-22-23
52	Ballistic Protective Equipment	Revised 7-23-19 Reviewed 6-20-23
53	Manpower Response Units	Revised 8-2019 Reviewed 4-14-23
54	Damaged/Missing Equipment	Revised 12-01-22 Reviewed 7-19-23
55	Occupational Hygiene Guideline	Modified 04-08-24

<b>Volume 3 EMS</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
01	Houston Fire Department Patient Care Guidelines and Standing Orders for BLS and ALS Units	Cover date 9-10-22 Publication Date 11-1-23
02	Health Insurance Portability and Accountability Act (HIPAA) Rules and Regulations (pages 1-20)	12-1-05
03	Infectious Disease and Control	01-7-19
04	Medical Incident Review Process	02-04-19
06	Bariatric Transports	01-30-19
09	Mass Casualty Management	01-01-20
10	Emergency Transportation of Patients in Non-Authorized Transport Vehicles	08-13-15
11	Control Substance Accountability	11-29-18

<b>Executive Orders</b>	<b>Revision Date</b>
1.18 Policy on Use of Social Media	10-16-2020
1.50 Workplace Discrimination and Harassment	04-06-2012 Updated 02-28-2019

## EXAMINATION ANNOUNCEMENT FOR 2025 PROMOTIONAL PROCESS: CAPTAIN

The Houston Fire Department is providing an electronic version of the Guideline Study Packets for the 2025 Captain promotional exams to all applicants. Applicants may access, download, and/or print the Houston Fire Department Guidelines and Executive Orders for the 2025 Captain examination from the following link:

[https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5\\_1-9KihhGt9VF65g?e=CuV6Lv](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5_1-9KihhGt9VF65g?e=CuV6Lv)

**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:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5\\_1-9KihhGt9VF65g?e=CuV6Lv](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5_1-9KihhGt9VF65g?e=CuV6Lv)

### 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 August 18 – October 1, 2025, 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:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5\\_1-9KihhGt9VF65g?e=CuV6Lv](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Es7dVLQEcNBBmDCfezjBop8B5KLFu5_1-9KihhGt9VF65g?e=CuV6Lv)

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](mailto:HFDCST@HoustonTX.gov). Questions will be accepted starting at 9:00 am August 18 until 5:00 pm August 25, 2025. In the email's subject line, put "HFD 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 August 28, 2025.

Please note that the HFD Captain orientation material and study guide is for **exclusive use by candidates meeting the eligibility requirements for the 2025 HFD promotional process to the rank of Captain**, as well as other authorized personnel. **No one else is authorized to view the material.**

**DATE AND TIME OF EXAMINATIONS:**

The Assessment Center will be conducted on Wednesday, October 1, 2025 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 Tuesday, October 21, 2025, at the NRG Center located at 1 NRG Park, Houston, Texas 77054.

**ONLY CANDIDATES WHO COMPLETED THE FIRST COMPONENT WILL BE PERMITTED TO SIT FOR THE JOB KNOWLEDGE AND SITUATIONAL EXAMINATION.** Registration will begin at 8:00 am for the morning component. Registration will end (doors close) at 9:00 am for the morning component. Room location(s) will be provided at a later date. Parking is \$22.00 per car with NO In & Out Parking Privileges. If car leaves the parking lot, car will have to pay the \$22.00 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, 5<sup>th</sup> Floor, at 611 Walker, Houston, Texas 77002. The appeal process will begin on Wednesday, October 22, 2025 and last until Tuesday, November 4, 2025. 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, November 5, 2025 and last until Tuesday, November 18, 2025. Rebuttals will be held in the Classified Testing Conference Room, 5<sup>th</sup> 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: July 3, 2025**

**POST UNTIL: October 20, 2025**