

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

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

### **Chief Inspector 2022** Houston Fire Department

The 2022 promotional examination for **Chief Inspector, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**CHIEF OFFICER**, 4<sup>th</sup> Edition, Copyright 2019. ISBN: 978-0-87939-644-2. By: Bryn Crandell. Published by IFSTA. 930 N. Willis Stillwater, Oklahoma 74078. (800-654-4055). Cost: \$75.00. Book may be purchased online from <https://www.ifsta.org/>.

**LEADERSHIP IN ORGANIZATIONS**, 8<sup>th</sup> Edition, Copyright 2013. ISBN: 9780132771863. By: Gary A. Yukl. Published by Pearson Education. 22 River Street, Hoboken, NJ 07030. (800) 922-0579. Cost: \$106.66. Book may be purchased online from [Pearson | The world's learning company | US](https://www.pearson.com/).

**NATIONAL INCIDENT MANAGEMENT SYSTEM:** [https://www.fema.gov/sites/default/files/2020-07/fema\\_nims\\_doctrine-2017.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf).

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

### **VOLUME I – ADMINISTRATION**

I – 01	HFD RULES AND REGULATIONS	DATED: 01-30-19
I – 04	COMPLAINTS	DATED: 10-22-18
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED: 12-04-18
I – 13	OUTSIDE EMPLOYMENT	DATED: 09-18-18
I – 14	CITY ASSIGNED VEHICLES	DATED: 08-01-05
I – 16	MOTOR VEHICLE CRASHES	DATED: 01-20-19
I – 19	GRIEVANCES CLASSIFIED MEMBERS	DATED: 10-22-18
I – 22a	SCHEDULED LEAVES AND ABSENCES	DATED: 12-30-19
I – 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED: 07-22-20
I – 27	PERSONNEL FILES	DATED: 12-05-18
I – 30	COACHING COUNSELING AND MOTIVATING	DATED: 08-27-15

I – 33	INTERNET-INTRANET GUIDELINES	DATED: 10-04-18
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED: 11-01-18
I – 41	HFD CELLULAR PHONES	DATED: 09-05-18
I – 44	ALTERNATIVE DISPUTE RESOLUTION/MEDIATION PROGRAM	DATED: 05-12-14
I – 46	SOCIAL MEDIA	DATED: 07-20-18

## **VOLUME 5 – LIFE SAFETY BUREAU GUIDELINES**

V-01	ASSIGNMENT OF PERSONNEL TO SPECIAL DETAILS	DATED 05-01-21
V-02	ISSUANCE OF MUNICIPAL COURT CITATIONS	DATED 05-01-21
V-03	FIRE AND LIFE SAFETY INSPECTION GUIDELINES	DATED 05-01-21
V-04	FIRE LANE APPROVAL GUIDELINES	DATED 05-01-21
V-05	ASSIGNMENT OF PERSONNEL TO OVERTIME	DATED 05-01-21
V-06	REQUEST FOR TRANSFER GUIDELINES	DATED 05-01-21
V-07	OVERCROWDED OCCUPANCY ABATEMENT OF PUBLIC ASSEMBLY BUILDINGS	DATED 05-01-21
V-08	DTO GUIDELINES	DATED 05-01-21
V-09	ABATEMENT OF UNSAFE BUILDINGS AND STRUCTURES	DATED 05-01-21
V-10	ACTIVITY REPORT GUIDELINES	DATED 11-01-21
V-11	PLAN CHECKING OVERTIME ASSIGNMENT POLICY	DATED 05-01-21
V-12	ASSIGNMENT OF VEHICLES	DATED 05-01-21
V-13	STANDBY IMPLEMENTATION GUIDELINE	DATED 05-01-21
V-14	LSB GUIDELINE FOR PORTABLE RADIO USE	DATED 05-01-21

## **LSB STANDARDS**

LSB 02	INSPECTION AND TESTING OF FIRE PROTECTION AND LIFE-SAFETY EQUIPMENT	DATED 01-20-20
LSB 03	FIRE DEPARTMENT ACCESS	DATED 01-20-20
LSB 04	ACCESS CONTROL GATES	DATED 01-20-20
LSB 05	KEY BOXES	DATED 01-20-20
LSB 10	LP-GAS AND OPEN FLAME USE	DATED 01-20-20
LSB 12	FIREWORKS DISPLAY	DATED 01-20-20

## **MAYORS EXECUTIVE ORDERS**

EO-1-18 POLICY ON USE OF SOCIAL MEDIA

DATED 10-16-20

EO- 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT

DATED 04-06-12

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE CHIEF INSPECTOR EXAMINATION are available in SharePoint and can be accessed using this link:

[https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EjhN\\_L9wdFtBmdlVyfRSWbsBo7uGN\\_t2sZ0fSBdHceJ1FA?e=zipgEU](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EjhN_L9wdFtBmdlVyfRSWbsBo7uGN_t2sZ0fSBdHceJ1FA?e=zipgEU)

Please Note: If you are not using a City Computer, you will need to enter your SharePoint login credentials after clicking the link above.

**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 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 candidate. 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://houtx.sharepoint.com/:f:/s/hr/ops/ct/Er32PxIzv\\_IJgxn3Rt2TEE0BcluSchDi\\_GHY4Avs4FrZHW?e=PMR72a](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Er32PxIzv_IJgxn3Rt2TEE0BcluSchDi_GHY4Avs4FrZHW?e=PMR72a)

If you have questions, please contact Classified Testing at

[hfdcst@houstontx.gov](mailto:hfdcst@houstontx.gov)

**DATE AND TIME OF EXAMINATION:**

The examination will be given at **9:00 AM, Friday, April 15<sup>th</sup>, 2022**, **Val Jahnke Training Facility**, in room 2021A, located at 8030 Braniff St., Houston, 77061

**REASONABLE ACCOMMODATIONS:**

Please notify Classified Testing ([HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov)) as soon as possible if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date.**

**DATE OF ANNOUNCEMENT:**

**Wednesday, February 23, 2022**