

# \*\*\*USERRA\*\*\*

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

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

### Senior Investigator 2022 Houston Fire Department

The 2022 promotional **USERRA** examination for **SENIOR INVESTIGATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**NFPA 921 GUIDE FOR FIRE AND EXPLOSION INVESTIGATIONS, 2021 Edition, Copyright 2020.** ISBN: 9781455926466. By: NFPA. (800-344-3555) Cost: \$122.50 plus shipping and handling. Buy NFPA 921, Guide for Fire and Explosion Investigations

**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)

**CRIMINAL INVESTIGATION: BASIC PERSPECTIVES, 13<sup>th</sup> Edition, Copyright 2016.** ISBN: 9780133514407. By: Charles A. Lushbaugh, Paul B. Weston. Published by Pearson, 22 River Street, Hoboken, NJ 07030. (800) 922-0579. Cost: \$117.32. <https://www.pearson.com/en-us/search.html?q=criminal%20investigation%20basic%20perspectives>

**SUPERVISION: KEY LINK TO PRODUCTIVITY, 11<sup>TH</sup> Edition, Copyright: 2014.** ISBN: 9780078029226. By: Leslie Rue, Nabil Ibrahim, Lloyd Byars. Published by McGraw-Hill Education, 2 Pen Plaza, New York, NY 10121. (800-338-3987). This particular book may be found on the respective publisher's website [Supervision: Key Link to Productivity \(mheducation.com\)](#), as well as other website locations like Amazon (www.amazon.com). An alternative way to locate it is to Google the ISBN number. Note: Some sites may offer the same book title with more than one ISBN number. Be sure to select the proper book.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

**VOLUME I – ADMINISTRATION**

I – 04	COMPLAINTS	DATED 03-14-22
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 12-04-18
I – 14	CITY ASSIGNED VEHICLES	DATED 03-01-22
I – 16	MOTOR VEHICLE CRASHES	DATED 01-20-19
I – 16	MOTOR VEHICLE CRASH PACKET – FORMS 151,152,153	DATED 01-20-19
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 10-22-18
I – 22A	SCHEDULED LEAVES AND ABSENCES	DATED 12-30-19
I – 22B	UNSCHEDULED LEAVES AND ABSENCES	DATED 12-30-19
I – 27	PERSONNEL FILES	DATED 12-05-18
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 11-01-18
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05

**VOLUME 4 – ARSON BUREAU**

IV – 01	HOUSTON ARSON BUREAU GUIDELINES	DATED 06-15-15
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**MAYORS EXECUTIVE ORDERS**

EO 1 – 50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12
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THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE USERRA SENIOR INVESTIGATOR EXAMINATION are available in SharePoint and can be accessed using this link:

<https://houtx.sharepoint.com/:f/s/hr/ops/ct/Esrj0kUrEzBMjlebHaC2J9IBk5WHdM0wqro0PPyVqkufwA?e=ZNMaeL>

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/EqmXpGJTWkPljMkqpTwPmhCBNRsfHpmD8IRVASjioxNgNg?e=JDqqqK>

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 December 9, 2022, Val Jahnke Training Facility**, 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, August 24, 2022**