

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Deputy Chief Investigator 2022 Houston Fire Department

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

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 and Bartlett Learning. 25 Mall Road Burlington, MA 01803. (978-443-5000). Cost: \$137.95 plus shipping and handling. For 25% discount, click on the following link: <http://www.jblearning.com/cart/Default.aspx?bc=5785-4&ref=psq&coupon=21PSG25>

MULTICULTURAL LAW ENFORCEMENT: STRATEGIES FOR PEACEKEEPING IN A DIVERSE SOCIETY, 7th Edition, Copyright 2019. ISBN: 9780134849188. By: Robert M Shusta, Deena R Levine, & Aaron T. Olson. Published by Pearson Education. 22 River Street, Hoboken, NJ 07030. (800) 922-0579. Cost: \$106.66.

ORGANIZATIONAL BEHAVIOR AND MANAGEMENT IN LAW ENFORCEMENT, 4th Edition, Copyright 2020. ISBN: 9780135186206. By: Gennaro F. Vito, John C. Reed, Harry W. More. Published by Pearson Education. 22 River Street, Hoboken, NJ 07030. (800) 922-0579. Cost: \$138.66.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

VOLUME I – ADMINISTRATION

I – 01	RULES AND REGULATIONS	DATED 01-30-19
I – 04	COMPLAINTS	DATED 10-22-18
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 – 22B	UNSCHEDULED LEAVES AND ABSENCES	DATED 12-30-19
I – 27	PERSONNEL FILES	DATED 12-05-18
I – 30	COACHING COUNSELING AND MOTIVATING	DATED 08-27-15
I – 32	WORKPLACE LACTATION	DATED 11-08-18
I – 37	EMPLOYEE CONCERNS RESOLUTION PROGRAM (ECRP) (NON-CLASSIFIED MEMBERS ONLY)	DATED 01-14-19
I – 45	GUIDELINE AND POLICY MANAGEMENT	DATED 10-15-18
I – 46	SOCIAL MEDIA	DATED 07-20-18

VOLUME 2 – EMERGENCY OPERATIONS

II – 50 ACTIVE SHOOTER/HOSTILE EVENT RESPONSE (ASHER)

DATED 04-01-20

VOLUME 4 – Arson Bureau

IV-01 HOUSTON ARSON BUREAU GUIDELINES

DATED 06-15-15

MAYORS EXECUTIVE ORDERS

EO-1-39 ESTABLISHMENT OF OFFICE OF INSPECTOR GENERAL FOR
INVESTIGATION OF EMPLOYEE MISCONDUCT

DATED 11-16-17

EO- 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT

DATED 04-06-12

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

https://houtx.sharepoint.com/:f:/s/hr/ops/ct/EkaRvPk9V5JHvXHFOgJ6-6EBciJsw8D0f_EXJ3owak77sw?e=STLger

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/Ei-5hxEcqTlHuCO2m7hAFKoBwTLefeH0XbWlzNkOlbv1Gw?e=Md8ocu>

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 AM, Friday, February 25th, 2022, Val Jahnke Training Facility**, in room 2021A, located at 8030 Braniff St., Houston, 77061

REASONABLE ACCOMMODATIONS:

Please notify Classified Testing (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, November 24, 2021