

# FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

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

### Chief Investigator 2022 Houston Fire Department

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

**ORGANIZATIONAL BEHAVIOR AND MANAGEMENT IN LAW ENFORCEMENT**, 4<sup>th</sup> 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: \$173.32.

**SUPERVISION: KEY LINK TO PRODUCTIVITY**, 11<sup>th</sup> Edition, Copyright 2014; ISBN: 978-0-07-802922-6, By: Leslie W. Rue, Nabil A. Ibrahim, Lloyd L. Byars. Published by McGraw Hill. 2 Pennsylvania Plaza, New York, NY 10001 (800-338-3987). Cost: \$162.84. <https://www.mheducation.com/highered/product/0078029228.html>

**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	RULES AND REGULATIONS	DATED 03-02-22
I – 01B	HFD CODE OF ADMINISTRATIVE PROCEDURE	DATED 03-14-22
I – 04	COMPLAINTS	DATED 03-14-22
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 12-04-18
I – 13	OUTSIDE EMPLOYMENT	DATED 09-18-18
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 – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 11-01-18
I – 46	SOCIAL MEDIA	DATED 07-20-18

#### **VOLUME 4 – Arson Bureau**

IV-01	HOUSTON ARSON BUREAU GUIDELINES	DATED 06-15-15
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#### **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
AP – 2-2	MOTOR VEHICLE USE	DATED 01-19-21

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

[https://houtx.sharepoint.com/:f:/s/hr/ops/ct/ErMqSLI9-2dNvTPYbNOExhkBJ\\_AdU8ITPlecnbih9ma3Bg?e=MemfDv](https://houtx.sharepoint.com/:f:/s/hr/ops/ct/ErMqSLI9-2dNvTPYbNOExhkBJ_AdU8ITPlecnbih9ma3Bg?e=MemfDv)

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/EsG-bnlRcP1BpBHBbhwa0gQB0-CK87A6vj9ev7Lw4EfWvg?e=foLlxs>

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, November 4<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, July 27, 2022**