

Applicant Instructions: This matrix is presented as a study aide to assist you in your preparation for the written job knowledge promotional examination for Senior Investigator with the Houston Fire Department. The top ten job tasks performed by the Sneior Investigator are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (1-5). To identify what to study from any particular source and how to apply what you study to the test, follow down the sheet to read what portions/ chapters of the source are related to each critical job task. For example, as you study Source 1 think about how Chapter X might help you "Review on scene activities of personnel to assure that safety procedures and guidelines are followed ". Please note that examination questions will NOT be verbatim from the sources and will not be answerable by rote memorization. Correctly answering examination questions will require you to use the facts and information presented in these sources as they apply to the critical job tasks.

		Study Source 1	Study Source 2	Study Source 3	Study Source 4	Study Source 5
	<u>Senior Investigator</u>	<u>Interviewing in Criminal Justice: Victims, Witnesses, Clients, and Suspects</u>	<u>Multicultural Law Enforcement: Strategies for Peacekeeping in a Diverse Society</u>	<u>NFPA 921 Guide for Fire and Explosion Investigations</u>	<u>Organizational Behavior and Management in Law Enforcement</u>	<u>Guidelines Vol. 1 Executive Orders</u>
1	Reviews on scene activities of personnel to assure that safety procedures and guidelines are followed	Chapters 1-3, 5, 7-14	Chapters 1-14	Chapters 4, 7, 12,13, 15, 17, 18, 23, 25, 29	Chapters1-15	I-01,04, 06, 14, 16, 30, 32, 36 EO 1-18, 1-50
2	Supervises the investigation for all fires of questionable origin	Chapters 1, 2, 5, 7, 8, 10, 14	Chapters 1-14	Chapters 4-30	Chapters 1-15	I-01, 06, 14, 30, 32
3	Responds to all incidents when requested			Chapters 15, 29		I-01, 06, 14
4	Endures that the work product of all assigned personnel meet the standard quality of the division			Chapters 4-30	Chapters 1-15	I-01, 06, 30, 32
5	Offers guidance to ensure tasks are completed and goals are met	Chapters 1, 2,5,7, 8, 10, 13, 14	Chapters 1-14	Chapters 4-13,15-20, 22-26, 29, 30	Chapters 1-15	I-01, 06, 30, 32
6	Responds to multiple fore alarms and fire fatalities			Chapters 5-9, 13,15,18, 23-25, 29		I-01, 14
7	Reviews all incident and supplemental reports generated on his/her shift	Chapters 1-3,5-8, 12-14		Chapters 5, 6, 8-10, 14-16,18-22, 23-25, 27-30		I-01
8	Educates self and subordinates to qualify to perform duties and responsibilities of next higher rank	Chapter 1	Chapters 1-14		Chapters 2, 4-6, 8,11-13,15	I-01-04, 06, 11, 13, 14, 16, 19, 22, 27,30, 32 33, 35,36, 44, 45 EO 1-18, 1-50
9	Ensures that city issued equipment is properly maintained					I-01, 04, 06, 11, 13, 14, 16, 19, 22, 27, 30 , 32, 33, 35, 36, 44, 45 EO 1-18, 1-50
10	Ensures that cases are assigned for follow-up investigation when warranted					I-01