

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

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR

2017 PROMOTIONAL EXAMINATION

**Chief Communications Officer
HOUSTON FIRE DEPARTMENT**

The 2017 promotional examination for **CHIEF COMMUNICATIONS OFFICER, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

COMMUNICATION IN EVERYDAY LIFE, 1st Edition, Copyright 2015, ISBN: 978-1483344980, By: Steve Duck, David T. McMahan. Published by Sage Publications; 2455 Teller Road, Thousand Oaks, CA 91320 (800-818-7243). Cost: \$99.00 + \$10 shipping UPS. Rush order are available. The book may be purchased online from www.sagepub.com as well as other retailers.

PROGRESSIVE LEADERSHIP PRINCIPLES, CONCEPTS, AND TOOLS, 1st Edition, Copyright 2010; ISBN: 978-0879393854, By: Chief Dennis Compton. Published by Fire Protection Publications. 930 North Willis, OSU, Stillwater, OK 74078 (800-654-4055). Cost: \$75.50 + Free Shipping FedEx. The book may be purchased online from www.ifsta.org as well as other online retailers.

SUPERVISION KEY LINK TO PRODUCTIVITY, 11th Edition, Copyright 2014. ISBN: 978-0-07-802922-6, By: Leslie W. Rue, Nabil A. Ibrahim, Lloyd L. Byars. Published by McGraw Hill Publication; 2 Penn Plaza, New York, NY 10121 (800-338-3987). Cost: \$239.33 + approx. \$7.00 ground shipping FedEx. Rush order are available. The book may be purchased online from www.mheducation.com as well as other retailers.

EFFECTIVE FIRE AND EMERGENCY SERVICES ADMINISTRATION, 1st Edition, Copyright 2010; ISBN: 978-1593702298, By: Robert S. Flemings, Published by PennWell. 1421 South Sheridan Road (800-331-4463). Cost: \$71.00 Free Shipping on-line, UPS ground shipping cost approx. \$6-9. The book may be purchased online from www.pennwellbooks.com as well as other online retailers.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED
THE STUDY MATERIAL COPIES OF THESE WILL BE AVAILABLE IN
QUARTERMASTER AT LOGISTICS AT A LATER DATE.

ONLY MEMBERS ELIGIBLE TO STUDY FOR THE EXAM WILL BE ABLE TO PICK UP THE STUDY PACKAGE.

VOLUME I - ADMINISTRATION

I 01	RULES AND REGULATIONS	DATED 08-01-12
I - 04	COMPLAINTS	DATES 04-14-16
I - 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 13-23-15
I - 11	VALOR AND SERVICE AWARDS	DATED 11-20-12
I - 19	GRIEVANCES (CLASSIFIED)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 08-20-15
I - 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 01-02-14
I - 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF THE HOUSTON FIRE DEPARTMENT	DATED 08-27-15
I - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 08-27-15
I - 44	ALTERNATIVE DISPUTE RESOLUTION	DATED 05-12-15

VOLUME II - EMERGENCY OPERATIONS

I - 06	INCIDENT MANAGEMENT	DATED 04-23-15
I - 25	EMERGENCY MOBILIZATION PLAN	DATED 04-23-15
I - 29	CIVIL DISORDERS	DATED 08-01-05
I - 33	HURRICANE	DATED 04-23-15
I - 41	WEAPONS OF MASS DESTRUCTION	DATED 05-20-15
I - 42	MAY DAY	DATED 07-07-15
I - 46	MULTIPLE PATIENT VEHICLE OPERATIONS	DATED 07-08-13

OFFICE OF EMERGENCY COMMUNICATION

OEC	OFFICE OF EMERGENCY COMMUNICATIONS GUIDELINES	DATED 06-15-15
EO 1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO 1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2017 CHIEF COMMUNICATIONS OFFICER EXAMINATION are available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102, 1205 Dart Street, Houston, Texas, 77007. The guideline packet is being provided to applicants free of charge by The Robert Garner Firefighter Foundation. (Picture I.D. is required and the package must be picked up in person.)

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 other than the quartermaster 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 candidates. 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:

Classified Testing will conduct a Test Process orientation on **Thursday, June 15, 2017** from 9:00AM to 12:00PM Noon and on Friday, **June 16, 2017** from 12:00PM Noon to 3:00PM. The orientations will be located at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023. Please check at the front desk of the Cape Center for the room number. If unable to attend one of the scheduled sessions, please contact Classified Testing at ChiefCommunications2017@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 a.m. on Wednesday, July 12, 2017** at the Learning and Development Center (EB Cape Center) located at 4501 Leeland St, Houston, TX 77023.

DATE OF ANNOUNCEMENT:

April 12th, 2017

AN EQUAL OPPORTUNITY EMPLOYER M/F
POST UNTIL: July 11, 2017