

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Senior Inspector 2015 Houston Fire Department

The 2015 promotional examination for **SENIOR INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

LEADERSHIP IN ORGANIZATIONS, Copyright 2013, 8th Edition By: Gary A. Yukl
ISBN: 9780132771863, Prentice Hall, 1 Lake Street, Upper Saddle River, NJ 07458 (800-922-0579). Cost: \$209.80, Free Ground Shipping. Express shipping options are available. Available on-line at www.mypearsonstore.com

SUPERVISION: KEY LINK TO PRODUCTIVITY, Copyright 2014, 11th Edition
By: Leslie Rue, Nabil Ibrahim, & Lloyd Byars ISBN: 9780078029226, McGraw Hill Education, 2 Penn Plaza, New York, NY 10121 (800-338-3987). Cost: \$220.00, Standard shipping approximately \$9.00. Available on-line at <http://shop.mheducation.com>

DIVERSITY CONSCIOUSNESS: OPENING OUR MINDS TO PEOPLE, CULTURES AND OPPORTUNITIES,
Copyright 2015, 4th Edition By: Richard D. Bucher
ISBN: 9780321919069, Prentice Hall, 1 Lake Street, Upper Saddle River, NJ 07458 (800-922-0579). Cost: \$56.20, Free Ground Shipping. Express shipping options are available. Available on-line at www.mypearsonstore.com

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED IN THE STUDY MATERIAL.

VOLUME I – ADMINISTRATION

I – 01	10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 04-01-12
I – 01	HFD RULES AND REGULATIONS	DATED 08-01-12
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 09-11-15
I – 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I – 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 09-19-11
I – 22	LEAVES AND ABSENCES	DATED 08-20-15
I – 30	COACHING COUNSELING AND MOTIVATING	DATED 08-01-05
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05

LIFE SAFETY BUREAU STANDARDS

LSB – 01	INSTALLATION AND MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS	DATED 05-01-12
LSB – 02	INSPECTION AND TESTING OF FIRE PROTECTION AND LIFE SAFETY EQUIPMENT	DATED 05-13-11
LSB – 03	FIRE DEPARTMENT ACCESS	DATED 05-01-12
LSB – 08	FIRE DRILLS	DATED 12-31-10
LSB – 11	ROOFING OPERATIONS	DATED 05-01-12
LSB – 22	TENTS AND OTHER MEMBRANE STRUCTURES	DATED 05-01-12

SENIOR INSPECTOR 2015 Source Announcement (Continued)

MAYOR'S EXECUTIVE ORDERS

EO 1-18 POLICY ON USE OF SOCIAL MEDIA
EO 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT

DATED 01-04-11
DATED 04-06-12

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2015 SENIOR INSPECTOR EXAMINATION is 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 posted on the Classified Testing website (<http://cohrhelweb2.houtx.lcl/hr/classified-testing>) and/or 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 **Monday, September 21, 2015** and **Tuesday, September 22, 2015** at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023, at 10:00 AM. 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 HFDCST@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at 9:00 AM, **Wednesday, December 16, 2015**, at the Val Jahnke Training Facility, in the gym, located at 8030 Braniff St., Houston, Texas 77061.

REASONABLE ACCOMMODATIONS:

Please notify Classified Testing (HFDCST@houstontx.gov) 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, September 16, 2015