

# FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

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

### Senior Inspector 2018 Houston Fire Department

The 2018 promotional examination for **SENIOR INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**FIRE PREVENTION ORGANIZATION AND MANAGEMENT**, 1<sup>ST</sup> Edition, Copyright 2010. ISBN: 978-0135087848. By: James Crawford. Published by Pearson Education. 22 River Street, Hoboken, NJ 07030. (800) 947-7700. Cost: \$109.80; Online cost: \$104.31 + Ground shipping approx. \$12.00/ If ordered online shipping is free. Rush orders are available. Order can be placed online at [www.pearsonhighered.com](http://www.pearsonhighered.com)

**FIRE PROTECTION SYSTEMS**, 5<sup>TH</sup> Edition, Copyright 2015; ISBN: 978-1284294170, By: A. Maurice Jones Jr. Published by Jones and Bartlett Learning. 5 Wall Street, Burlington, MA 01803 (800-526-1536). Cost: \$100.95 + Shipping. The book may be purchased online from [www.jblearning.com](http://www.jblearning.com). as well as other online retailers.

**SUPERVISION AND LEADERSHIP IN A CHANGING WORLD**, 1<sup>ST</sup> Edition, Copyright 2012. ISBN: 978-0135058657. By: Gary Dessler. Published by Pearson Education. 22 River Street, Hoboken, NJ 07030. (800) 947-7700. Cost: \$198.00; Online cost: \$188.44 + Ground shipping approx. \$12.00/ If ordered online shipping is free. Rush orders are available. Order can be placed online at [www.pearsonhighered.com](http://www.pearsonhighered.com)

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

I - 01	RULES AND REGULATIONS	DATED 08-01-12
I - 04	COMPLAINTS	DATES 04-14-16
I - 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATES 09-11-15
I - 13	EXTRA EMPLOYMENT	DATES 08-22-16
I - 14	CITY ASSIGNED VEHICLES	DATES 08-01-05

I - 16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I - 19	GRIEVANCES (CLASSIFIED)	DATED 09-19-11
I - 22	LEAVES AND ABSENCES	DATED 08-20-15
I - 24	UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATES 01-02-14
I - 27	PERSONNEL RECORDS	DATED 09-27-16
I - 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF THE HOUSTON FIRE DEPARTMENT	DATES 08-27-15
I - 33	INTERNET/INTRANET	DATES 09-27-16
I - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATES 03-31-16
I - 36	HFD HOME STORAGE VEHICLE	DATES 08-01-05
I - 44	ALTERNATIVE DISPUTE RESOLUTION/MEDIATION PROGRAM	DATES 05-12-14

**LSB – LIFE SAFETY BUREAU STANDARDS**

V-13	STANDY IMPLEMENTATION GUIDELINE	DATES 02-01-08
EO-1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO-1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12
	CODE OF ADMINISTRATIVE PROCEDURE FOR CLASSIFIED EMPLOYEES	DATES 08-01-12
	STANDBY CORRECTIVE MEASURE	DATES 08-13-13

**THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2018 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 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.**  
<http://cohrhelweb2.houtx.lcl/hr/classified-testing>

**SENIOR INSPECTOR 2018 Source Announcement (Continued)**

- ORIENTATION:** Classified Testing will conduct a Test Process orientation on **Monday, February 12, 2018** and **Tuesday, February 13, 2018** at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023, at 10:00 AM. Room 222. If unable to attend one of the scheduled sessions, 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, **Wednesday, April 25, 2018**, at the Val Jahnke Training Facility, in the gym, located at 8030 Braniff St., Houston, 77061.
- REASONABLE ACCOMMODATIONS:** Please notify Classified Testing ([HFDCST@houstontx.gov](mailto: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:** **Monday, January 22, 2018**