

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Senior Investigator 2018 Houston Fire Department

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

FIRE INVESTIGATOR, 4TH Edition, Copyright 2016. ISBN: 978-1284026986. By: National Fire Protection. Published by Jones and Bartlett Learning; 5 Wall Street, Burlington, MA 01803 (800-832-0034). Cost: \$126.95 + approximately \$10.65 same day ground shipping Fedex. Next day shipping is available for \$20.00. The book may be purchased online from www.jblearning.com as well as other retailers.

CRIMINAL INVESTIGATION BASIC PERSPECTIVES, 13TH Edition, Copyright 2016. ISBN: 978-0133514407. By: Charles A. Lushbaugh, Paul B. Weston. Published by Pearson. 330 Hudson, New York, NY 10013. (800) 947.7700 Cost: \$136.20 + free shipping UPS. Rush orders are available. Order on-line at <http://www.mypearsonstore.com/bookstore/criminal-investigation-basic-perspectives-9780133514407>.

SUPERVISION: KEY LINK TO PRODUCTIVITY, 11TH Edition, Copyright 2014; ISBN: 978-0078029226, By: Leslie W. Rue, Nabil A. Ibrahim, Lloyd L. Byars. Published by McGraw Hill. 2 Penn Plaza, New York, NY 10121 (800-338-3987). Cost: \$150.78 + Shipping Fedex. The book may be purchased online from <http://www.mheducation.com/>, as well as other online retailers.

CRIMINAL INTERROGATION AND CONFESSIONS, 5TH Edition, Copyright 2013, ISBN: 978-0763799366, By: Fred E. Inbau, John E. Reid, Joseph P. Buckley, Brian C. Jayne. Published by Jones and Bartlett Learning; 5 Wall Street, Burlington, MA 01803 (800-832-0034). Cost: \$147.95 + free shipping Fedex. The book may be purchased online from www.jblearning.com as well as other retailers.

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

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 - 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATES 09-11-15
I - 09	MUTUAL AID	DATES 05-22-15
I - 14	CITY ASSIGNED VEHICLES	DATED 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

SENIOR INVESTIGATOR 2018 Source Announcement (Continued)

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 - 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATES 03-31-16
I - 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATES 08-01-05

VOLUME IV – HOUSTON ARSON BUREAU GUIDELINES DATES 06-15-15

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2018 SENIOR INVESTIGATOR 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/sections/portions 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, October 19, 2017 at 10 am, and
Friday, October 20, 2017 at 10 am**

Orientations will be held in rooms 111/112 at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023. 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, January 10, 2018**, EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023.

SENIOR INVESTIGATOR 2018 Source Announcement (Continued)

REASONABLE ACCOMMODATIONS:

Please notify Classified Testing (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, October 11, 2017

Please Post Until: November 11, 2017

AN EQUAL OPPORTUNITY EMPLOYER M/F