

FIRE FIGHTERS' AND POLICE OFFICERS'

CIVIL SERVICE COMMISSION

CITY OF HOUSTON

**SOURCE MATERIAL LIST FOR
2015 PROMOTIONAL EXAMINATION**

SENIOR INVESTIGATOR

HOUSTON FIRE DEPARTMENT

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

INTERVIEWING IN CRIMINAL JUSTICE: VICTIMS, WITNESSES, CLIENTS AND SUSPECTS, Copyright 2011 By: Vivian B. Lord and Allen D. Cowan, ISBN: 978-0-76376643-6, Published by Jones and Bartlett Publishers, 5 Wall Street, Burlington, MA 01803 (800-832-0034) Cost: \$101.95 USPS shipping \$5.94 priority mail and \$10 ground. Rush delivery is available; 2 day \$21.06 and 3 day \$16.94. The book is available on-line at www.jblearning.com

MULTICULTURAL LAW ENFORCEMENT: STRATEGIES FOR PEACEKEEPING IN A DIVERSE SOCIETY, Copyright 2015, 6th Edition By: Robert M. Shusta, Deena R. Levine, Herbert Z. Wong, Aaron T. Olson, and Philip R. Harris. ISBN: 978-0-13348330-7, Published by: Prentice Hall, One Lake Street, Upper Saddle River, NJ 07458 (800-922-0579). Cost: \$105.80 with free UPS ground shipping. Rush delivery is available. The book is available on-line at www.mypearsonstore.com.

NFPA 921 GUIDE FOR FIRE AND EXPLOSION INVESTIGATIONS 2014 EDITION, Copyright 2013 By: NFPA Technical Committee on Fire Investigation, ISBN: 978-1455908509, Published by National Fire Protection Association, 11 Tracy Drive, Avon, MA 02322 (1-800-344-3555). Cost: \$93.50 with free UPS ground shipping and a \$9.95 handling charge. Rush delivery is available. The book is available on-line at <http://catalog.nfpa.org>.

ORGANIZATIONAL BEHAVIOR AND MANAGEMENT IN LAW ENFORCEMENT, Copyright 2012, 3rd Edition By: Harry W. More, Gennaro F. Vito and William F. Walsh, ISBN: 978-0-13507152-6, Published by Pearson/Prentice Hall, One Lake Street Upper Saddle River, NJ 07458 (1-800-922-0579). Cost: \$140.20 with free UPS ground shipping. Rush delivery is available. The book is available on-line at www.mypearsonstore.com.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES are included in the study material:

VOLUME I - ADMINISTRATION

I – 01	10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 04-01-12
I – 01	RULES AND REGULATIONS	DATED 08-01-12
I – 04	COMPLAINTS	DATED 08-01-12
I – 06	DRUG DETECTION AND DETERRENCE	DATED 08-01-05
I – 11	VALOR AND SERVICE AWARDS	DATED 11-20-12
I – 13	EXTRA EMPLOYMENT	DATED 08-01-05
I – 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I – 16	MOTOR VEHICLES ACCIDENTS	DATED 08-01-05
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 09-19-11
I – 22	LEAVES AND ABSENCES	DATED 01-07-14
I – 27	PERSONNEL FILES	DATED 08-01-05
I – 30	COACHING COUNSELING AND MOTIVATING	DATED 08-01-05
I – 33	INTERNET/INTRANET GUIDELINES	DATED 08-01-05
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 08-01-05
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05
I – 44	ALTERNATIVE DISPUTE RESOLUTION/MEDIATION PROGRAM	DATED 05-12-14
I – 45	CREATING AND UPDATING GUIDELINES AND PROCEDURES	DATED 09-01-10
	HFD ACCOUNTABILITY MANUAL	DATE 08-22-12
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 2015 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 posted on the Classified Testing website <http://cohrhelweb2.houtx.lcl/hr/classified-testing>). 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>

ORIENTATION: Classified Testing will conduct a Test Process orientation on June 15 and June 19 at the E. B. Cape Center, Room 234 at 10:00 am. 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 a.m., Wednesday, September 2, 2015**, at the **Val Jahnke Training Facility at 8030 Braniff St, Houston, TX 77061**.

DATE OF ANNOUNCEMENT: May 26, 2015

Please Post Until: June 28, 2015

AN EQUAL OPPORTUNITY EMPLOYER M/F