

**Deputy Chief Investigator 2016 Study Guide**

**Applicant Instructions:** This matrix is presented as a study aide to assist you in your preparation for the written job knowledge promotional examination for Deputy Chief Investigator with the Houston Fire Department. The important job knowledge domains, skills, and abilities (KSAs) needed by a Deputy Chief Investigator upon entry to the job are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (1-4). To identify what to study from any particular source, follow a source column down the sheet to read what portions/chapters of the source are related to each KSA. Please note that examination questions will not usually be verbatim from the sources and will often not be answerable by pure memorization. Correctly answering examination questions will usually require you to use facts and information and to understand how they might be applied on the job.

**A note on books:** If a book chapter is not listed, it was not selected by the book committee. It is therefore highly unlikely to contain information that will help you prepare for the exam. However, books often build from chapter to chapter, and it may be helpful to read unlisted chapters, in part or in whole, so that listed chapters may be fully understood. Similarly, if glossaries, Appendices, Tables of Contents, Indexes, and other parts of a book that fall outside of chapters are not listed, then they also were not selected by the book committee, and will have minimal use to you during your exam preparations. Finally, for items within a chapter such as case studies, sidebars, exhibits, tables, and figures it will benefit you greatly to determine if an item is part of an explanation and helps to describe concepts and important knowledge areas, or if an item is merely there to provide an example. It is very unlikely that you will be directly tested on your knowledge of specific examples, although specific examples may help you to understand the rest of the material. For example, a diagram that shows a process that text cannot fully describe is an item you would want to be very familiar with, but a case study on a single training program that is an example of many similar training programs is much less likely to be important.

**A note on other study materials:** For the purposes of studying HFD guidelines, LSBs, or Executive orders, Classified Testing strongly recommends that you get the package prepared by the quartermaster for the exam you will be taking. This Package is the exact material used by Classified Testing to Create the Exam. If you download the guidelines or get them from any other source, you risk getting information that is significantly different than the information used to create the Exam. You should consider everything in this package to be important for your exam preparations. Appendices, Attachments, and other similar types of ancillary information should be considered as important as the main body of the guidelines when they are included in the package. If something is not included in the package it will not be directly relevant to the exam and is unlikely to be helpful to you in your exam preparations.

	Study Source 1	Study Source 2	Study Source 3	Study Source 4
<u>Deputy Chief Investigator - Knowledge, Skills, and Abilities</u>	<u>Criminal Investigation: Basic Perspectives</u>	<u>Multicultural Law Enforcement: Strategies for Peacekeeping in Diverse Society</u>	<u>Organizational Behavior and Management in Law Enforcement</u>	<u>Guidelines and Executive Orders</u>
Knowledge of leadership, management, and supervisory theory, principles, practices, and techniques	Chapter 18	Chapters 4, 10, 13	Chapters 1-3, 6, 8-15	
Incident Management Systems		Chapter 10		
Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process	Chapters 2-4, 6-8, 12-18	Chapters 2, 11-13		I-01, 19, 22, 30; IV-01; EO 1-18, 50
Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment of behavioral and affective disorders: as applicable for interviewing, interrogation, and polygraph exams	Chapters 6-8, 12-18	Chapters 1, 4-9, 11-12	Chapters 4-8, 12-15	
Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions	Chapters 2-3, 5, 7, 12-18	Chapters 10-13		I-01, 19, 22, 30; IV-01; EO 1-18, 50
Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins	Chapter 17	Chapters 1, 4-9, 11, 13	Chapters 4-6, 9, 12-15	
Leadership, management, and supervision	Chapter 18	Chapters 2, 4, 10	Chapter 1-3, 5-6, 8-15	
Advanced skill in handling conflict and uncertain situations, making sound decisions in critical situations	Chapter 18	Chapters 2, 5-9	Chapters 2-4, 8, 11-15	
Advanced skill in establishing and maintaining good working relationships with other City employees, the public and contractors		Chapter 2	Chapters 8-15	
Advanced skill in research and problem solving, planning, organizing and directing the work of others	Chapters 3, 5	Chapters 2, 10	Chapters 1-3, 8-15	
Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems	Chapters 3, 6, 12-17	Chapters 2, 5-9	Chapters 1-3, 9-15	
Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions	Chapters 3, 6-7, 12-18	Chapters 2, 13	Chapters 1-3, 11-15	I-30
Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one	Chapters 3, 18	Chapters 2, 10		
Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making	Chapters 3, 6-7, 12-17	Chapters 2, 11-12	Chapters 1-3, 15	
Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do	Chapters 8, 12-17	Chapters 1-2, 4-11, 13	Chapters 4-6, 12-15	
Work with personnel in a harmonious manner in order to obtain approved goals and objectives	Chapters 3	Chapters 2, 10	Chapters 4-6, 8, 12-15	I-01, 30; EO 1-50
Establish and maintain an effective working relationship with all levels of management, city officials, vendors, volunteers, other government agencies, other employees and the general public		Chapters 10, 12	Chapters 5-6, 8, 12-15	
Analyze and implement for beneficial effects	Chapters 12-17	Chapters 1, 10-11	Chapters 7-8, 12-15	
Ability to communicate effectively orally and in writing both internally and externally at all employee levels	Chapters 3-4, 6-7, 18	Chapters 4-9	Chapters 11-15	
Ability to analyze and resolve complex problems	Chapters 7, 12-17	Chapters 2, 10-11	Chapter 8	
Act ethically and with integrity according to industry standards	Chapters 2-3, 6-8, 12-18	Chapter 13		I-01; EO 1-50
Know personal limits and utilize others accordingly	Chapters 18	Chapter 13	Chapter 7	