

Dates/Locations are subject to change due to delays caused by the COVID-19 pandemic.

**FIREFIIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION**

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Captain

Houston Fire Department

**QUALIFICATIONS FOR
ELIGIBILITY TO TAKE TEST:**

All Firefighters who have ever held a continuous position for two (2) years or more in the classification of Engineer Operator, and who have four (4) years actual service in the Houston Fire Department are eligible. In order to be promoted, applicants must comply with all applicable Chapter 143 of the Tex. Loc. Gov't Code provisions dealing with promotions.

DUTIES:

As assigned by the superior officer.

**APPLICATION TO TEST IN
ASSESSMENT CENTER:**

ONLY "on-line" applications will be accepted. To apply for this examination, please log on to: www.governmentjobs.com/careers/houston/promotionaljobs. Access to the Internet may be found at any Public Library. On-line applications must be submitted by 4:30 PM, Friday, October 9, 2020.

THERE WILL BE NO LATE SIGN-UPS.

NOTE:

FOR FULL CREDIT, All information regarding education points and certification points **must** be submitted to HFD Human Resources at HFDCST@HoustonTX.gov before the promotional exam. The **deadline** to turn in your records for this promotional exam is **three (3) weeks** prior to the written examination date.

**APPLICATION TO TAKE
WRITTEN EXAMS:**

After administration of the Assessment Center component, candidates will be REQUIRED to complete an additional Sign Up application in order to be included in the paper and pencil components.

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ONLY “on-line” applications will be accepted. To apply for the written examination **after** completing the Assessment Center, please log on to: www.governmentjobs.com/careers/houston/promotionaljobs.

Access to the Internet may be found at any Public Library. On-line applications for the written exams will **begin THURSDAY, December 10, 2020** and must be submitted no later than **4:30 p.m., WEDNESDAY, December 23, 2020.**

THERE WILL BE NO LATE SIGN-UPS.

**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.**

NOTE:

Please note that rankings may be adjusted on this list as individuals returning from military service take a comparable examination, and are added to this list. (Uniformed Services Employment and Reemployment Act).

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HOUSTON FIRE DEPARTMENT

SOURCE MATERIAL LIST FOR 2020 PROMOTIONAL EXAMINATION: CAPTAIN

Fire Officer's Handbook of Tactics Copyright 2019, 5th Edition, OMIT THE FOLLOWING: Preface; Tables; Figures; Pictures; Appendices; Summaries; Index; Glossary. By John Norman. ISBN: 13: 9781593704186, 10: 1593704186. Published by Fire Engineering Books, Tulsa, OK. (918-831-9867). \$107.00 plus shipping. To order online, go to: www.Fireengineeringbooks.com.

From Buddy to Boss, Effective Fire Service Leadership Copyright 2018, 2nd Edition. By Chase Sargent. **OMIT THE FOLLOWING:** Introduction; In Memoriam. ISBN10: 1593703899. Published by Fire Engineering Books, Tulsa, OK. (918-831-9867). \$59.00 plus shipping. To order online, go to: www.Fireengineeringbooks.com.

Building Construction Related to the Fire Service Copyright 2016, 4th Edition. **OMIT THE FOLLOWING:** Acknowledgements; Introductions; Case Histories; Figures; Tables; Chapter Summaries; Review Questions; Chapter Notes; Appendices; Glossary; Index. ISBN: 978-0-87939-594-0. Published by Fire Protection Publications, Stillwater, OK. (800-654-4055). \$74.50 plus shipping. To order online, go to: www.ifsta.org.

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Volume 1 Administration		
Ref Number	Subject	Date on Document
01	Rules and Regulations	01-30-19
03	Community Interaction	10-04-18
04	Complaints	10-22-18
05	Transfers	05-27-20
06	Controlled Substance and Alcohol Abuse	12-04-18
08	Visiting Dignitaries	01-30-19
09	Mutual Aid	09-24-18
10	Mobile and Portable Radio Operations (Delete: Appendices B, C, D, F, G, H)	01-17-19
13	Extra Employment	09-18-18
19	Grievances (Classified Members)	10-22-18
21	General Services Department	10-24-18
22A	Scheduled Leaves and Absences Delete: 6.07R, S, T, V	12-30-19
22B	Unscheduled Leaves and Absences	12-30-19
23	Fire Station Management	11-08-18
24	Uniform Regulations and Personal Appearance	07-22-20
27	Personnel Records	12-05-18
28	Overtime	01-22-19
30	Coaching, Counseling, and Motivating Members of the Houston Fire Department	08-27-15
31	Quality Assurance	01-01-02
33	Internet/Intranet Guidelines	10-04-18
35	Classified Employee Performance Evaluation	11-01-18
39	Filing Overtime Submission	08-11-15
40	Records Management Program	09-05-18
44	Alternative Dispute Resolution	05-12-14
46	Social Media	07-20-18
47	Classified Training	04-01-20
48	CISM	08-24-18

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Volume 2 Emergency Operations		
Ref Number	Subject	Date on Document
01	Staffing	01-22-19
02	Protective Clothing	04-01-20
05	Highrise Firefighting	04-01-20
06	Incident Management	09-24-18
07	Evacuation and Rescue Boat Operations	10-15-15
08	Rescue Rope	11-01-18
09	Trench Rescue Incidents	04-23-12
10	Tunnel Rescue Incidents	08-01-05
11	Water Rescue & Evacuation	11-27-18
12	Confined Space Operations	11-01-18
13	CIMA	11-07-18
14	Hazardous Chemicals/Right to Know	01-01-02
15	Hazardous Materials Incidents	11-15-18
17	Rehabilitation Sector	08-01-15
18	Airport Guideline	09-12-18
21	Rapid Intervention Teams and Survivability	01-09-19
23	High Angle Rescue	11-01-18
24	Motor Vehicle Accident and Industrial Accident Extrication	11-01-18
25	Emergency Mobilization Plan	04-23-15
26	DTO/FTO Guidelines	09-14
27	Chemical Exposure Evaluation	11-15-18
28	Stokes Basket Operations	11-01-18
29	Civil Disorders	10-03-18
30	Elevator Operations	11-06-18
32	Developing Effective Water Supplies	10-09-18
33	Hurricane Guideline	04-23-15
35	Driving HFD Vehicles	04-01-20
36	Decontamination	11-15-18
39	SCBA Inspections	09-19-18
40	Probationary Firefighter	01-25-18
41	Weapons of Mass Destruction	11-16-18
42	MAY-DAY	01-09-19
43	Thermal Imaging Camera	10-04-18
46	Multiple Patient Vehicle Operations – AMBUS (MPV-602)	01-17-19
47	Structure Fire Incidents	04-01-20
48	Small Unmanned Aircraft Systems	11-16-18
49	Air Management	07-23-19
52	Ballistic Protective Equipment	07-23-19
53	Manpower Response Units	08-19

Volume 3 EMS		
Ref Number	Subject	Date on Document
02	HIPAA Rules and Regulations (pages 1-20)	12-01-05
03	Infectious Disease and Control	01-07-19
04	Medical Incident Review Process	02-04-19
09	Mass Casualty Management	01-01-20
10	Emergency Transportation of Patients in Non-Authorized Transport Vehicles	08-13-15

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Executive Orders
1.18
1.50

EXAMINATION ANNOUNCEMENT FOR 2020 PROMOTIONAL PROCESS: CAPTAIN

The Houston Fire Department is providing an electronic version of the Guideline Study Packets for the 2020 Captain promotional exams to all applicants. Applicants may access, download, and/or print the Houston Fire Department Guidelines and Executive Orders for the 2020 Captain examination from the following link:

<https://www.dropbox.com/sh/o32uodugl196538/AABWHQrveGsnXOUwnu6lc9Ea?dl=0>

Applicants shall refrain from utilizing any City of Houston Printer to print Source Material Guidelines and Executive Orders or other study material.

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.

ORIENTATION:

The candidate orientation will cover information on both the written exams and the assessment process. An orientation video will be available for viewing by applicants from October 26 – October 30, 2020 from the following link. <https://www.dropbox.com/sh/o32uodugl196538/AABWHQrveGsnXOUwnu6lc9Ea?dl=0>

A pdf of the orientation manual will also be available for download by applicants from the aforementioned link. Viewing of the orientation video and/or manual is voluntary. Questions regarding information presented in the orientation video/manual must be submitted in writing to HFDCST@HoustonTX.gov no later than end of business day November 4, 2020. The consultant will then submit responses to all relevant questions submitted for all applicants to view.

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DATE AND TIME OF EXAMINATIONS:

The Assessment Center will be conducted on Wednesday, December 9, 2020 at Houston Marriott South at Hobby Airport located at 9100 Gulf Freeway, Houston, Texas 77017. Upon registration completion, candidates will be advised of their report time and additional information for the Assessment Center.

The Job Knowledge and Situational Judgment paper and pencil examinations will be given on Wednesday, January 6, 2021, at the NRG Center located at 1 NRG Park, Houston, Texas 77054. Specific report time(s) and room location(s) will be provided at a later date.

Candidates arriving after their assigned report time for either the Assessment Center or the Written Exam administration will not be allowed to test.

Parking - enter the NRG Property at Gate 10 (the McNee Entrance) and park in the Orange Lot and parking fee is **\$15 cash** per car.

CDC and local social distancing and mask regulations will be adhered to throughout the process.

APPEALS/REBUTTALS

Any candidate who has taken the written promotional examinations may review his/her examination results and then file an appeal of any question(s) on the tests. Appeals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. The appeal process will begin on Thursday, January 7, 2021 and last until Thursday, January 21, 2021 (excluding Martin Luther King Jr. Day). During this process, candidates may view a copy of their answer sheets and a purported answer key. Relevant source material will be permitted in the appeals room. Candidates may fill out an appeal form for each item they wish to protest. Electronic devices will **not** be allowed in the appeals room. Morris & McDaniel personnel, along with Classified Testing, will be monitoring the process and candidates may be required to wait if too many candidates are in the appeals room at one time. CDC and local social distancing and mask guidelines will apply.

A rebuttal period, in which candidates may rebut any appeal filed, will begin Friday, January 22, 2021 and last until Thursday, February 4, 2021. Rebuttals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. During this process, candidates will have the opportunity to view appeals that were filed and complete a rebuttal form if they believe that the question should remain as originally keyed. Electronic devices will **not** be allowed in the rebuttals room. Morris & McDaniel personnel, along with Classified Testing, will be monitoring the process and candidates may be required to wait if too many candidates are in the rebuttals room at one time. CDC and local social distancing and mask guidelines will apply.

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DATE OF ANNOUNCEMENT: September 9, 2020

POST UNTIL: January 5, 2021