

**\*\*\*CORRECTED\*\*\***

Volume 1 Ref 13 Extra Employment (**Date on document 4-26-18**)

Volume 2 Ref 24 Motor Vehicle Accident and Industrial Accident Extrication (**Date on Document 08-01-15**)

Volume 3 Ref 09 **Mass** (not Multiple) Casualty Management Guidelines (Date on Document 03-19-14)

Volume 3 Ref 11 Controlled Substance Accountability (Date on Document 03-25-16)

**FIRE FIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

CITY OF HOUSTON  
EXAMINATION ANNOUNCEMENT FOR  
THE POSITION OF

**Senior Captain 2018**

Houston Fire Department

**QUALIFICATIONS FOR  
ELIGIBILITY TO TAKE TEST:**

**All Classified Fire Department Employees who have ever held a position for two (2) cumulative years or more in the classification of Captain 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](http://www.governmentjobs.com/careers/houston/promotionaljobs). Access to the Internet and to computer terminals may be found at any Public Library. On-line applications must be submitted by 4:30 PM, Friday, May 25, 2018.

**THERE WILL BE NO LATE SIGN-UPS.**

**\*\*\*CORRECTED\*\*\***

**NOTE:**

**FOR FULL CREDIT**, All information regarding education points and certification points **must** be turned in to HFD Human Resources 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 TEST:**

**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.**

**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](http://www.governmentjobs.com/careers/houston/promotionaljobs). Access to the Internet and to computer terminals may be found at any Public Library. On-line applications for the written exams will **begin MONDAY, August 6, 2018** and must be submitted no later than **4:30 p.m., FRIDAY, August 17, 2018.**  
**THERE WILL BE NO LATE SIGN-UPS.**

**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.**

**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).

**\*\*\*CORRECTED\*\*\***

**SOURCE MATERIAL LIST FOR 2018 PROMOTIONAL EXAMINATION: SENIOR CAPTAIN**

**Effective Supervisory Practices, Copyright 2013, 5<sup>th</sup> Edition. OMIT THE FOLLOWING:** About the Editor; Preface; **Chapter 6**; Supervisory Situations; Recommended Resources; Contributors; Index. Edited by Michelle Poche' Flaherty. ISBN-978-0-87326-774-8. Published by ICMA, Washington DC. (770-280-4171) or email [icma-orders@pbd.com](mailto:icma-orders@pbd.com). \$65.95 plus shipping and handling.

**Truck Company Operations, Copyright 2011, 2<sup>nd</sup> Edition. OMIT THE FOLLOWING:** Acknowledgements; Table of Contents; All Figures; Training Resources; Index; **Pages 37-38** (Multicompany Placement section). By John Mittendorf. ISBN- 978-1-59370-218-2. Published by PennWell Corporation, Tulsa, OK. (800-752-9764). \$95.00 plus shipping and handling. To order on-line, go to: [www.pennwellbooks.com](http://www.pennwellbooks.com).

**Collapse of Burning Buildings: A Guide to Fireground Safety, Copyright 2010, 2<sup>nd</sup> Edition. OMIT THE FOLLOWING:** Forward; Acknowledgements; Figures; **Chapter 20**; Epilogue. By Vincent Dunn. ISBN – 13: 978-1-59370-233-5. Published by PennWell Corporation, Tulsa, OK. (800-752-9764). \$83.00 plus shipping and handling. To order on-line, go to: [www.pennwellbooks.com](http://www.pennwellbooks.com).

**Diversity Consciousness, Copyright 2015 4<sup>th</sup> Edition. OMIT THE FOLLOWING:** About the Author; Preface; Index; All Tables, Figures, and Photos; Thinking Through Diversity sections in purple; Questions; Key Terms; Case Studies; Exercises; Notes. By Richard Bucher. ISBN: 978-0-32-191906-9. Published by Pearson. (800-922-0579). \$57.38 plus shipping and handling. To order on-line, go to: [www.mypearsonstore.com](http://www.mypearsonstore.com).

\*\*\*CORRECTED\*\*\*

<b>Volume 1 Administration</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
01	Rules and Regulations	08-01-12
03	Community Interaction	09-09-15
04	Complaints	04-14-16
06	Controlled Substance and Alcohol Abuse	09-11-15
08	Visiting Dignitaries	07-01-15
09	Mutual Aid	05-22-15
10	Mobile and Portable Radio Operations (Delete: 6.06C and Attachments I and II)	10-23-15
13	Extra Employment	04-26-18
19	Grievances (Classified)	09-19-11
22	Leaves and Absences Delete: 3.32; 3.52; 6.7 B., 5 and 6 (page 18); 6.7 C (pages 18-19); 6.13 (pages 36-38)	08-20-15
23	Fire Station Management	03-01-13
24	Uniform Regulations and Personal Appearance	01-02-14
27	Personnel Records	09-26-16
30	Coaching, Counseling, and Motivating Members of the Houston Fire Department	08-27-15
33	Internet/Intranet Guidelines	09-26-16
35	Classified Employee Performance Evaluation	03-31-16
39	Filing Overtime Submission	08-11-15

\*\*\*CORRECTED\*\*\*

<b>Volume 2 Emergency Operations</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
01	Staffing	03-01-13
02	Protective Clothing (Delete ARFF)	01-02-12
05	Highrise Firefighting	09-01-08
06	Incident Management	04-23-15
07	Evacuation and Rescue Boat Operations	10-15-15
08	Rescue Rope	08-01-15
09	Trench Rescue Incidents	04-23-12
12	Confined Space Operations	10-15-15
13	CIMA	07-06-15
14	Hazardous Chemicals/Right to Know	01-01-02
15	Hazardous Materials Incidents	04-24-15
17	Rehabilitation Sector	08-01-15
18	Airport	02-09-15
21	Rapid Intervention Teams and Survivability	09-01-14
23	High Angle Rescue	08-01-15
24	Motor Vehicle Accident and Industrial Accident Extrication	08-01-15
25	Emergency Mobilization Plan	04-23-15
26	DTO/FTO Guidelines	09-01-14
27	Chemical Exposure Evaluation	07-06-15
28	Stokes Basket Operations	09-01-11
30	Elevator Operations	08-01-15
33	Hurricane Guideline	04-23-15
36	Decontamination	07-06-15
37	Shipboard Firefighting	01-01-10
40	Probationary Firefighter	1-25-18
41	Weapons of Mass Destruction	05-20-15
42	MAY-DAY	07-07-15
43	Thermal Imaging Camera	06-10-15
46	Multiple Patient Vehicle Operations – AMBUS (MPV-602)	07-08-13
47	Structure Fire Incidents	02-11-15

\*\*\*CORRECTED\*\*\*

<b>Volume 3 EMS</b>		
<b>Ref Number</b>	<b>Subject</b>	<b>Date on Document</b>
02	HIPAA Rules and Regulations (pages 1-20)	12-01-05
03	Infectious Disease and Control	11-24-14
04	EMS Complaint Review Process	04-14-16
09	Mass Casualty Management Guidelines	03-19-14
10	Emergency Transportation of Patients in Non-Authorized Transport Vehicles	08-13-15
11	Controlled Substance Accountability	03-25-16
<b>Executive Orders</b>		
1.18		
1.50		

# \*\*\*CORRECTED\*\*\*

## SOURCE MATERIAL LIST FOR 2018 PROMOTIONAL EXAMINATION: SENIOR CAPTAIN

The Houston Fire Department is providing an updated electronic version of the Guideline Study Packets for the 2018 Captain and Senior Captain promotional exams to all applicants. In this packet the updated Guideline I-13, Extra Employment dated 4.26.18 has been added, and the Informational Test Guide has been removed.

**APPLICANTS SHALL REFRAIN FROM PRINTING GUIDELINES AT THE FIRE STATION.**

To receive a **PRINTED** copy of the Guideline Study Packet, applicants should email [Lavearn.Newsome@houstontx.gov](mailto:Lavearn.Newsome@houstontx.gov) and have their name placed on the call list. Please include the following information:

- First and Last Name
- Payroll Number
- Contact Number
- Printed Guideline Packet you need to receive (Captain vs. Senior Captain)

Applicants shall refrain from contacting the Quartermaster by phone or email to request the status of their packet. This will only delay the process. Quartermaster will contact members as soon as their packets are available. Thank you for your patience and consideration.

**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 sessions will cover information on both the written exams and the assessment process. There will be four total orientation sessions held at the Houston Community College, Northeast Campus, Coldwell Hall Building, Amphitheater, (Room 134), 555 Community College Drive, Houston, Texas 77013 on Wednesday, June 13 and, Thursday June 14, 2018.

## \*\*\*CORRECTED\*\*\*

Two sessions will be held on each of the above dates. The first session will start at 9 a.m. and the second session will start at 1 p.m. Each session is anticipated to last approximately 2 hours, covering information on both the written exams (written knowledge exam and situational judgment test) and the assessment process. Attendance for this orientation is voluntary.

### **DATE AND TIME OF EXAMINATION:**

The Assessment Center will be conducted on Tuesday, July 31, 2018, at Dobie High School, 10220 Blackhawk, Houston, Texas 77089. Upon registration completion, candidates will be advised of their report time for the Assessment Center.

The Job Knowledge and Situational Judgment paper and pencil examinations will be given at 9:00 a.m. on Tuesday, August 28, 2018, at the NRG Center located at 1 NRG Park, Houston, Texas 77054. Take the escalator to 2<sup>nd</sup> Floor and report to Registration Table outside Room 300.

Parking - enter the NRG Property at Gate 10 (the McNee Entrance) and park in the Orange Lot and parking fee is \$12 per car.

### **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, 5<sup>th</sup> Floor, at 611 Walker, Houston, Texas 77002. The appeal process will begin on Wednesday, August 29, 2018 and last until Wednesday, September 12, 2018. 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 will be monitoring the process and candidates may be required to wait if too many candidates are in the appeals room at one time.



**\*\*\*CORRECTED\*\*\***

A rebuttal period, in which candidates may rebut any appeal filed, will begin Thursday, September 13, 2018 and last until Wednesday, September 26, 2018. Rebuttals will be held in the Classified Testing Conference Room, 5<sup>th</sup> 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.

**DATE OF ANNOUNCEMENT: May 25, 2018**

**POST UNTIL: August 27, 2018**