

**District Chief 2018 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 District Chief with the Houston Fire Department. The important job knowledge domains needed by a District Chief upon entry to the job are listed on the left hand side of the page, and each Study Source is listed by title on the top of this document (1-8). 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 knowledge domain. 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 Guidelines Volume I	Study Source 2 Guidelines Volume II	Study Source 3 Guidelines Volume III/EO	Study Source 4 Legal Considerations for Fire & Emergency Services	Study Source 5 Supervision & Leadership in a Changing World	Study Source 6 Diversity Consciousness	Study Source 7 Brannigan's Building Construction	Study Source 8 Women & Men In Management
K1	HFD Standard Operating Guidelines (includes HFD Rules and Regulations).	Chapters 1, 4,5,6,10, 13,16,19,22, 23,24,27,28,30,35,44	Chapter 1, 6, 18, 21, 26, 29, 32, 33, 40, 47.	Chapters 2, 9, 18, 50.	Chapters 1, 2, 3, 4, 6, 8, 9, 12, 13, 14, 15, 16.			
K3	HFD Orders and Bulletins (Become Rules and Regs and Guidelines respectively, over time).	Chapters 5, 6, 13, 16, 19, 22, 23, 24, 28, 30, 35.	Chapters 18, 21, 26, 29, 32, 33, 40, 47.	Chapters 2, 9, 18, 50.	Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16.			
K4	Working knowledge of National Incident Management System.		Chapters 5, 6, 15, 29, 41.	Chapter 9.				
K5	Working knowledge of Water supply for firefighting practices.		Chapters 5, 32, 47.				Chapter 6.	
K6	Working knowledge of Building Construction as related to Emergency and Fire Services.		Chapters 4, 5, 47.				Chapters 1-14	
K7	Department strategy and tactics.	Chapter 9.	Chapters 5, 6, 11, 15, 18, 21, 37, 42, 47.	Chapter 9.			Chapters 1-14	
K8	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	Chapters 4, 27.	Chapter 26.	Chapter 50.	Chapters 1, 2, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16.	Chapters 1-9.		
K9	Proper distribution and deployment of resources.	Chapter 9.	Chapters 5, 6, 18, 21, 33, 41, 47.	Chapter 9.	Chapter 8.			Chapters 1-9.
K10	Knowledge of machines and tools specific to fire fighting, including their designs, uses, and maintenance.		Chapter 5.					
K12	General Safety Accident Prevention.				Chapter 16.		Chapters 2-14.	
K13	HFD HMRT First Responder Protocols.			Chapter 9.				
K14	General training methods, processes, procedures, practices, and requirements.		Chapters 26, 47.		Chapter 9.			Chapters 1-9.
K15	HFD EMS First Responder Protocols.		Chapter 46.	Chapter 2.	Chapter 16.			
K16	General management methods, processes, styles, and procedures for public service operations.				Chapters 13, 15.	Chapters 1-16.	Chapters 2, 3, 5.	Chapters 1-9.
K19	General Fire Alarm and Fire Company Communications.		Chapter 5.		Chapter 12			
K21	Knowledge of laws, legal codes, government regulations, ordinances, and executive orders that are applicable to HFD.	Chapters 4, 9, 13, 16, 19, 22, 27.	Chapters 29.	Chapters 2, 18, 50.	Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16.	Chapter 15.	Chapters 1,2, 5, 9.	Chapter 6.
K26	Knowledge of business and management principles involved in resource allocation, leadership technique, and coordination of people and resources.	Chapter 30.			Chapters 8, 12, 13, 14, 15, 16.	Chapters 1-15.	Chapters 1, 2, 5, 7, 8, 9.	Chapters 1-9.
K31	Working knowledge of HFD emergency communications equipment.	Chapter 10.						
K38	General Aircraft Crash and Rescue.							
K39	General knowledge of origin and cause of fire incidents.		Chapter 47.				Chapter 5.	
K45	HFD technical rescue and responder protocols.		Chapter 21.					
K48	Group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins.	Chapters 1, 30, 35, 44.	Chapter 29.	Chapter 50.	Chapters 12, 13, 14.	Chapters 1-16.	Chapters 1-9.	Chapters 1-9.
K50	Communication techniques; principles and practices of effective conflict resolution; principles and practices of effective program development and administration.	Chapters 3, 4, 30, 35, 44.		Chapter 50.	Chapters 12, 13, 14.	Chapters 1-16.	Chapters 1-9.	