

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Communications Senior Captain 2022 Houston Fire Department

The 2022 promotional examination for **Communications Senior Captain, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

FIRE AND EMERGENCY SERVICES ADMINISTRATION, 3rd Edition, Copyright 2022. ISBN: 9781284180213. By: L. Charles Smerby, Jr. Published by Jones and Bartlett Learning. 40 Tall Pine Dr., Sudbury, MA, 01776. (978-443-5000). Cost: \$98.95.
<https://www.psglearning.com/fire/officer/productdetails/9781284180213>

SUPERVISION: KEY LINK TO PRODUCTIVITY, 11th Edition, Copyright 2014; ISBN: 9780078029226, By: Leslie W. Rue, Nabil A. Ibrahim, Lloyd L. Byars. Published by McGraw Hill. 2 Pennsylvania Plaza, New York, NY 10001 (800-338-3987). Cost: \$162.84. <https://www.mheducation.com/highered/product/0078029228.html>

NATIONAL INCIDENT MANAGEMENT SYSTEM: https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf.

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES WILL ALSO BE INCLUDED:

VOLUME I – ADMINISTRATION

I – 01	HFD Rules and Regulations	DATED 03-02-22
I – 01B	HFD Code of Administrative Procedure	DATED 03-14-22
I – 04	Complaints	DATED 03-14-22
I – 09	Mutual Aid	DATED 09-24-18
I – 10	Mobile and Portable Radio Operations	DATED 01-17-19
I – 19	Grievances Classified Members	DATED 10-22-18
I – 22A	Scheduled Leaves and Absences	DATED 12-30-19
I – 22B	Unscheduled Leaves and Absences	DATED 12-30-19
I – 24	Uniform Regulations and Personal Appearance	DATED 07-22-20

VOLUME 2 – EMERGENCY OPERATIONS

II – 01	Staffing	DATED 01-22-19
II – 06	Incident Management	DATED 09-24-18
II – 13	CIMA	DATED 11-07-18
II – 18	Airport Guideline	DATED 09-12-18
II – 33	Hurricane Guideline	DATED 04-23-15
II – 42	MAY-DAY	DATED 01-09-19
II – 45	Special Events	DATED 02-07-19
II – 47	Structure Fire Incidents	DATED 04-01-20
II – 50	Active Shooter- Hostile Event Response	DATED 04-01-20
II – 51	Helicopter Operations	DATED 03-01-19
II – 53	Manpower Response Units	DATED 08-2019

VOLUME 3 – EMERGENCY MEDICAL SERVICES

III – 09	Mass Casualty Management	DATED 01-01-20
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ALL OEC GUIDELINES

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE COMMUNICATIONS SENIOR CAPTAIN EXAMINATION are available in SharePoint and can be accessed using this link:

https://houtx.sharepoint.com/:f/s/hr/ops/ct/Et1ZbIPYr6ZEgqNRaOVSTdQBwwmdY_NdOCMue17ehCImTQ?e=Xucayr

Please Note: If you are not using a City Computer, you will need to enter your SharePoint login credentials after clicking the link above.

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 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 emailed to the candidate. 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.

ORIENTATION:

A Test Process orientation presentation is located at:
<https://houtx.sharepoint.com/:f:/s/hr/ops/ct/Eq2hhgHbl7RliXfb2eA0dK8Bti9X4gTbSSGiUi9f8keP3A?e=O4FCgn>

If you have questions, please contact Classified Testing at
hfdcst@houstontx.gov

DATE AND TIME OF EXAMINATION: The examination will be given at **9:00 AM, Friday, September 23rd, 2022, Val Jahnke Training Facility**, in room 2021A, located at 8030 Braniff St., Houston, 77061

REASONABLE ACCOMMODATIONS: Please notify Classified Testing (HFDCST@houstontx.gov) as soon as possible if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date.**

DATE OF ANNOUNCEMENT: **Wednesday, June 15, 2022**