

October 4, 2019

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

**NOTICE OF SOURCES FROM WHICH QUESTIONS FOR FUTURE PROMOTIONAL
EXAMINATIONS FOR FIRE BATTALION CHIEF (GRADE VII) WILL BE TAKEN.**

This notice cancels all previous notices regarding sources for promotional examination questions for the Assistant Fire Chief (Grade VII) position, and questions for future promotional exams will be taken from the following sources:

***Chief Officer, 3rd Edition* - IFSTA**

ISBN: 978-0-87939-568-1

<https://www.ifsta.org/shop/chief-officer-3rd/36532>

Leadership on the Line: Staying Alive Through the Dangers of Change, 2017 Edition (with New Preface) – Harvard Business Review Press. Martin Linsky & Ronald A. Heifetz. 2017.

ISBN: 978-1-63369-283-1

[https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-](https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1)

[20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=60141754421499](https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1)

[95284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&](https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1)

[hvtargid=aud-801657747996:pla-347267913976&psc=1](https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1)

[hvtargid=aud-801657747996:pla-347267913976&psc=1](https://www.amazon.com/Leadership-Line-New-Preface-Staying/dp/1633692833/ref=asc_df_1633692833/?tag=hyprod-20&linkCode=df0&hvadid=312025907421&hvpos=1o1&hvnetw=g&hvrnd=6014175442149995284&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9027501&hvtargid=aud-801657747996:pla-347267913976&psc=1)

***Waco Fire Department Emergency Operations Manual* 09-16-2019 Version. Download Below:**

[https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2009-16-19%20Updated\(1\).pdf](https://intranet.waco-texas.com/cms-fire/userfiles/file/EOM%2009-16-19%20Updated(1).pdf)

***Community Risk Reduction Planning: A Guide for Developing a Community Risk Reduction Plan*, Version 4.0. Vision 20/20. John A. Stouffer. Download Below:**

https://intranet.waco-texas.com/cms-fire/userfiles/file/CRR-Planning-Guide-v4_0.pdf

**City of Waco Policies and Procedures (Administrative Section) located in R:
Drive/Fire/Promotional Examination Material. Delete ADM-5, ADM-7, ADM-13 and
ADM-22.**

- ADM – 1 Equal Employment Opportunity
- ADM – 2 Harassment Free & Non-Discrimination
- ADM – 3 Nepotism
- ADM – 4 Alcohol & Controlled Substance Abuse
- ADM – 6-B Smoke/Tobacco Free Workplace
- ADM – 8 Ethical Conduct
- ADM – 9 Investigation of Fraudulent Activities
- ADM – 10 Employee & Department Request for Grants

- Revised 03/02/16
- Revised 11/21/16
- Revised 04/13/06
- Revised 04/17/15
- Revised 02/01/95
- Revised 01/14/19
- Revised 01/14/19
- Revised 07/11/16

This Notice is Being Posted
at Waco City Hall on the
4th Day of October, 2019
at 4:00 AM/PM

from Outside Agencies and Organizations

ADM – 11 Standards of Conduct	Revised 11/21/16
ADM – 12 Electronic Media & Internet Usage	Revised 05/30/17
ADM – 14 Employee Behavior Regarding Political Activity	Revised 04/17/15
ADM – 15 Social Media	Revised 04/04/16
ADM – 16 Donations Acceptance	Revised 11/21/16
ADM – 17 Unmanned Aircraft	Revised 12/07/18
ADM – 18 Public Information Policy	Revised 01/14/19
ADM – 19 Incident Investigation Policy	Issued 04/04/18
ADM – 20 Computer Security Incident	Issued 09/10/18
ADM – 21 Media Relations	Issued 09/10/18



Missie Pustejovsky, Director of Civil Service