

October 4, 2019

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

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**NOTICE OF SOURCES FROM WHICH QUESTIONS FOR FUTURE PROMOTIONAL  
EXAMINATIONS FOR FIRE STATION LIEUTENANT (GRADE IV-A) WILL BE  
TAKEN.**

This notice cancels all previous notices regarding sources for promotional examination questions for the Fire Station Lieutenant (Grade IV-A) position, and questions for future promotional exams will be taken from the following sources:

***From Buddy to Boss: Effective Fire Service Leadership.***

Chase Sargent. Fire Engineering, 2006.  
ISBN-13: 978-1593700751 / ISBN10 1-59370-075-X

***Brannigan's Building Construction for the Fire Service (Enhanced 5<sup>th</sup> Edition).***

Glenn P. Corbett & Francis L. Brannigan. Jones & Bartlett Learning, 2016.  
ISBN-13: 978-128413613-5 / ISBN10 128413613-2

***Pride and Ownership: A Firefighter's Love of the Job.***

Rick Lasky. Fire Engineering, 2006.  
ISBN-13: 978-159370078-2 / ISBN-10: 159370078-4

***Fire and Emergency Services Company Officer (5th Edition).***

IFSTA. 2014.  
ISBN: 978-0-87939-564-3 (Chapters 1 through 11 ONLY).

**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.**

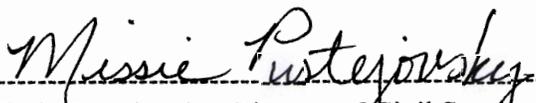
ADM – 1 Equal Employment Opportunity	Revised 03/02/16
ADM - 2 Harassment Free & Non-Discrimination	Revised 11/21/16
ADM – 3 Nepotism	Revised 04/13/06
ADM – 4 Alcohol & Controlled Substance Abuse	Revised 04/17/15
ADM – 6-B Smoke/Tobacco Free Workplace	Revised 02/01/95
ADM – 8 Ethical Conduct	Revised 01/14/19
ADM – 9 Investigation of Fraudulent Activities	Revised 01/14/19
ADM – 10 Employee & Department Request for Grants from Outside Agencies and Organizations	Revised 07/11/16
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

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

ADM – 15 Social Media  
ADM – 16 Donations Acceptance  
ADM – 17 Unmanned Aircraft  
ADM – 18 Public Information Policy  
ADM – 19 Incident Investigation Policy  
ADM – 20 Computer Security Incident  
ADM – 21 Media Relations

Revised 04/04/16  
Revised 11/21/16  
Revised 12/07/18  
Revised 01/14/19  
Issued 04/04/18  
Issued 09/10/18  
Issued 09/10/18

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Missie Pustejovsky, Director of Civil Service