



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

DATE: March 4, 2024  
TO: All Eligible Officers  
FROM: Robert B. Wilson, Director of Human Resources/Civil Service  
SUBJECT: Dallas County Sheriff's Department Civil Service Examination  
Announcement for the position of:  
[Entry Level – Deputy Cadet – IRC # 24000469](#)

This memorandum serves as an announcement of the Entry Level **Deputy Cadet** intake process. The Human Resources/Civil Service Department will administer the electronic examination for this position on **May 30, 2024** at **9: 0 0 am**. **The examination will be held at the Dallas County Sheriff's Academy, and the Physical Readiness Assessment (PRA) will follow immediately after for candidates who successfully pass the exam. (Please bring appropriate athletic clothing and footwear for PRA).**

In order to qualify to take the electronic examination, **candidates must meet all minimum eligibility requirements at the time of registration**, register for the examination **ONLINE** only and complete the application in its entirety.

**Registration Process:**

**When:** **March 4, 2024 through March 18, 2024**  
(No exceptions past this date)

**Where:** **Online at:** [Taleo link here](#)

**The following documents must be uploaded to Taleo link:**

1. **Completion of an online application in its entirety on Dallas County's Employment Site**
2. **An official copy of college transcript(s), if education is going to be substituted and Resume (if available)**

**The following documents must be forwarded to [ER-SheriffRecruiting@dallascounty.org](mailto:ER-SheriffRecruiting@dallascounty.org) at the time of registration:**

1. **Valid Driver's License**
2. **A copy of your DD214, if military experience is going to be substituted**

**NOTE:** Candidates **must** provide the required documents necessary to meet the minimum qualifications to be considered as an applicant. Any questions, please contact the Human Resources/Civil Service Department at (214) 653-7638.

## **DEPUTY CADET - TESTING ELIGIBILITY REQUIREMENTS:**

The list below contains the minimum eligibility requirements for the examination and processing:

- Candidate must have completed at least thirty (30) semester hours of accredited college course work with grades of at least a “C” average; **OR**
- Received an honorable discharge from the armed forces of the United States after at least twenty-four months of active duty; **OR**
- Currently serving as a Texas Peace Officer with two (2) years continuous employment with an agency in the State of Texas as a Peace Officer and currently possess a Basic Peace Officer Certificate issued by TCOLE; **OR**
- Served as a Detention Service Officer for at least two (2) years with the Dallas County Sheriff’s Department; **AND ALL OF THE FOLLOWING:**
  - Candidate must be at least 21 years of age at the time of graduation from the academy
  - Candidate must be a citizen of the United States
  - Candidate must have a social security card and a valid driver’s license

*(\*)College degrees or college hours completed are only accepted from post-secondary educational institutions that have been accredited to grant degrees by one of the national or regional accrediting agencies in the United States, as recognized by the United States Department of Education. A certified transcript that is embossed with the institution’s raised seal must be provided as proof during the registration period; and*

*Education obtained outside the United States must be converted, at the candidate’s expense, to the equivalent United States educational level by a recognized accrediting agency or organization in the United States.*

## **The examination process will consist of all these elements:**

- Achieve a passing score on the electronic examination
- Successfully pass a Physical Readiness Assessment

**Candidates must successfully complete all phases of the entry-level Deputy Cadet process to be considered for employment. During the registration period, the Human Resources/Civil Service Department will review each candidate’s application packet to ensure the minimum requirements are met. If the candidate meets the minimum requirements, he/she must satisfy additional requirements to continue through the different phases of the process:**

**NOTE:** The results of the two components will be combined. Candidates will be rank ordered based on the final scores to produce the final eligibility list.

**EXAM DATE & TIME:**  
**May 30, 2024 - 9:00 a.m.**

**EXAM LOCATION:**  
**Dallas County's Sheriff's Academy**

**Study Materials:**

The purpose of these materials is to assist the candidates with test preparation and to assist the candidate in becoming familiar with testing format and categories. All candidates can access an official Entry Level Deputy Cadet Test Study Guide online at -

<https://www.dallascounty.org/Assets/uploads/docs/human-resources/exam-study-guides/Entry-Level-Prep-Study-Guide-Written-Test-May-2024.pdf>

**Physical Readiness Assessment**

The Physical Readiness Assessment will be conducted, the same day as the electronic test, by the Sheriff's Department Training Division for all test candidates who pass the electronic examination and will consist of the following:

The candidate will begin from seated, and seat belted inside of a squad car or SUV. The time recording begins as soon as the candidate opens the vehicle door to perform the following in sequence. The candidate must be in continual motion without stopping during this assessment. All candidates are required to wear a 15-pound vest to simulate the equipment worn during a tour of duty.

1.	Serpentine weave around five cones after a short sprint
2.	Climb over a 6 ft. wall. A step to assist the candidate with the climb.
3.	Leap over a two-foot wall type structure
4.	Up and over a small, elevated ramp.
5.	Jump over a two-foot-wide simulated ditch.
6.	After a short sprint, duck under a four-foot-high bar.
7.	Stair climb which consist of going up and down eight stairs twice.
8.	Proceed to takedown simulator, which is a weighted mannequin and simulates taking a subject from standing position to the ground. The mannequin is held in the standing position using enough counterweights to keep it upright and must be forced completely to the ground.
9.	Simulated body drag which consist of dragging a 150 lb. dummy approximately 21 feet.

Those candidates who fail the Physical Readiness Assessment requirements will be eliminated from the process and can re-apply during the next exam for Deputy Cadet

**Mental Health:**

Candidates must be evaluated and declared by a selected psychologist, to be in satisfactory psychological and emotional health according to the standards set forth by TCOLE Rules and Regulations, Chapter 217.1 Minimum Standards for Initial Licensure

**Drug Usage:**

Candidates must not show any trace of drug dependency or illegal drug use. Candidates must never have been involved in the manufacture, delivery, or sale of any controlled substance or illegal drugs.

### Criminal History:

According to the standards set forth by TCOLE Rules and Regulations, Chapter 217.1 Minimum Standards for Initial Licensure, candidates must not have any of the following:

- Been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order
- Currently under indictment for any criminal offense
- Been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years
- Been convicted of any family violence offense and
- Not prohibited by state or federal law from possessing firearms or ammunition

### Traffic History

Candidates must not have any of the following:

- Been convicted of driving while Driver's License is suspended or failed to leave identification at the scene of an incident that occurred within the last ten (10) years
- Driver's License suspended during the last five (5) years and
- Had three (3) or more hazardous moving traffic convictions within the last twelve (12) months

### Character:

The following must apply:

- Be of good moral character
- If married, the marital status should be stable
- If divorced, all support payments must be current with no history of contempt citations

### Physical Requirements:

Candidates hired by the Sheriff Department must pass a physical examination conducted by the Dallas County Employee Health Department. Candidates must be physically sound and free from any restrictions, which might adversely affect performance of duty. The physical examination is comprehensive and includes a review of the candidate's medical history, a test of his/her hearing and vision, and a thorough physical examination. The following is a breakdown of the specific areas the county physician screens:

- **Weight:** Must be in proper proportion to height.
- **Vision:** Must be corrected to 20/20 prior to employment. Must have vision no greater than 20/70 uncorrected in each eye
- **Color:** Must have no color blindness or color deficiency
- **Hearing:** Loss of hearing
- **Blood pressure:** Must be within an acceptable range
- **Drug screening:** Alcoholism and non-medical use of drugs

### Eligibility List:

Candidates who successfully complete the entire process will be placed on an eligibility list with exam scores ranked from high to low and are selected from the list to attend the Sheriff's Department Academy as vacancies become available.

For additional information, please email [roosevelt.harrison@dallascounty.org](mailto:roosevelt.harrison@dallascounty.org) or at (214) 653-6095.