



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

DATE: February 19, 2024
TO: All Eligible Officers
FROM: Robert B. Wilson, Director of Human Resources/Civil Service
SUBJECT: Dallas County Sheriff's Department Civil Service Promotional Examination Announcement for the position of:
[Deputy III – Sergeant – IRC # 24000306](#)

This memorandum serves as an announcement of the **Deputy III – Sergeant** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **May 30, 2024**, at **9:00 a.m.** **The examination location will be the Dallas County Sheriff's Academy.**

In order to qualify to take the written 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: **February 19 – March 5, 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 (Must answer all questions where applicable with Yes, No or Not Applicable (NA))
2. A 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 at the time of registration:](#)

1. Valid Texas Driver's License with a good driving record
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

MINIMUM QUALIFICATIONS:

The minimum requirements for the examination are as follows (all required work experience must be with the Dallas County Sheriff's Department):

Deputy III - Sergeant

1. An applicant must have on file documentation that the applicant meets the following standards: a high school diploma from an accredited high school or a high school equivalency certificate (GED). To sit for the exam must have successfully maintained all State and Dallas County Sheriff's Department licensing/commissioning requirements **AND one of the following:**
 - Served at least three (3) years as a Dallas County Sheriff's Deputy and have at least forty-five (45) hours of college from an accredited college or university with a grade "C" or better; **OR**
 - Served at least three (3) years as a Dallas County Sheriff's Deputy, two (2) years of continuous military service with an honorable discharge, and have at least fifteen (15) hours of college from an accredited college or university with a grade "C" or better **OR**
 - Served six (6) continuous years as a Dallas County Sheriff's Deputy

PROMOTIONAL TESTING REQUIREMENTS:

1. Candidates must be current full-time employees with the Dallas Sheriff's Department
2. Candidates must not have any sustained allegations of untruthfulness or must not have received a letter that the District Attorney cannot sponsor their testimony in criminal trials
3. Candidates must not have received formal discipline for a Class 1 violation within the past two years at the time of registering for the promotional exam
4. Candidates must not have been demoted from the Dallas County Sheriff's Senior Sergeant rank due to disciplinary action within the past two years at the time of registering for the promotional exam
5. Service with the Sheriff's Department must be continuous with no break in service
6. Candidates who were sworn in as Peace Officers after 6/1/2004 must have successfully passed a Field Training Program/TCOLE Course 3722 in Traffic, Patrol or Warrants
7. Candidates must have an intermediate peace officer proficiency certificate from the Texas Commission on Law Enforcement (TCOLE)

“Continuous employment” is defined as current employment in a **TCOLE** law enforcement position with no interruption/break in service. Prior to sitting for a promotional exam, any probationary period must be completed, if applicable.

The examination process will consist of two (2) elements:

1. Written examination (Must achieve a minimum passing score of 70%)
2. B-PAD (Behavioral Personnel Assessment Device)
(B-PAD will be scheduled at a later date for candidates who have successfully met the 70% success rate of the written examination).

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

EXAM DATE & TIME:

May 30, 2024 - 9:00 a.m.

EXAM LOCATION:

Dallas County Sheriff's Academy

LINK TO DEPUTY III - SERGEANT'S STUDY GUIDE:

<https://www.dallascounty.org/departments/HR/exam-study-guides.php> (Select tab for Deputy III - Sergeant).

**Primary Reference Materials for the Dallas County Sheriff's Department
2024**

Deputy III – Sergeant Promotional Examination

Source	% of Exam*
<ul style="list-style-type: none"> • The Dallas County Sheriff's Department 2024 General Orders & Code of Conduct (See study guide) 40% <ul style="list-style-type: none"> • Obtain this source from the Dallas County Sheriff's Department. 	
<ul style="list-style-type: none"> • Managing and Leading Today's Police: Challenges, Best Practices, Case Studies, 4th Edition (See study guide) 20% <ul style="list-style-type: none"> • Obtain this source on your own. <u>This book is available now.</u> The book should be available through large, online book Retailers such as Amazon (www.amazon.com) and Barnes and Noble (www.bn.com). Availability and prices change over time. The book publisher, author(s), and ISBN Number are: Publisher: Pearson; 4th Edition (January 1, 2018) Author(s): Kenneth Peak, Larry K Gaines, Ronald W. Glensor ISBN: 978-0134701271 	
<ul style="list-style-type: none"> • The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You 10th Anniversary Edition (See study guide) 15% <ul style="list-style-type: none"> • Obtain this source on your own. <u>This book is available now.</u> The book should be available through large, online book retailers such as Amazon (www.amazon.com) and Barnes and Noble (www.bn.com). Availability and prices change over time. The book publisher, author(s), and ISBN Number are: Publisher: HarperCollins Leadership; Revised & Updated edition (September 16, 2007) Thomas Nelson Authors: John C. Maxwell ISBN: 978-0-785-28837-4 	
<ul style="list-style-type: none"> • Dallas County Administrative Code Chapters 82 & 86 (See study guide) 15% <ul style="list-style-type: none"> • Obtain this source from the internet using the following URL: https://www.dallascounty.org/departments/HR/HRpolicieslinks.php 	
<ul style="list-style-type: none"> • Sheriff's Department Civil Service Rules and Regulations (See study guide) 10% <ul style="list-style-type: none"> • Obtain this source from the internet using the following URL: https://www.dallascounty.org/department/HR/HRpolicieslinks.html 	

*These percentages are approximations. The actual percentages may change. Keep in mind that you may not be required to read all the material in each of the above sources. The study guide will specify the exact chapters, sections, etc. that you will be responsible for reading.