



## DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

DATE: May 28th, 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: [Detention Service Supervisor – IRC # 24000305](#)**

This memorandum serves as an announcement of the **Detention Service Supervisor** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **May 28, 2024, at 9:00 am. 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 12, 2024 – February 26, 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](mailto:ER-SheriffRecruiting@dallascounty.org) at the time of registration:**

1. Sheriff's Department ID or current Texas 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.

## MINIMUM QUALIFICATIONS:

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

### **Detention Service Supervisor:**

1. Must have successfully maintained all State and Sheriff's Department licensing/commissioning requirements and have achieved one of the following:
  - Served three (3) years as a Dallas County Sheriff's Detention Service Officer (DSO) and have forty-five (45) hours of college from an accredited college or university with a grade "C" or better in each class; **OR**
  - Served six (6) years as a Dallas County Sheriff's Detention Service Officer (DSO)

## 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 Detention Service Officer 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 must have an intermediate jailer 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.

## The examination process will consist of two 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 order based on the final scores to produce the final promotion eligibility list

**EXAM DATE & TIME:**

May 28, 2024 - 9:00 a.m.

**EXAM LOCATION:**

Dallas County Sheriff's Academy

**Primary Reference Materials for the Dallas County Sheriff's Department 2024  
Detention Service Supervisor Promotional Examination**

<b>Sources</b>	<b>% of Exam*</b>
<ul style="list-style-type: none"> <li> <b>Sheriff's Department 2024 General Orders &amp; Code of Conduct (See study guide)</b> 50%               <ul style="list-style-type: none"> <li>Obtain this source from the Dallas County Sheriff's Department.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <b>How Successful People Lead: Taking Your Influence to the Next Level</b> (See study guide) 20%  <b>By John C. Maxwell (2013) copyright</b> <ul style="list-style-type: none"> <li>Obtain this source on your own. <b><u>This book is available now.</u></b>                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:  <b>Center Street: Copyright: 2013</b>  <b>Authors: John C. Maxwell</b>  <b>ISBN: 978-1599953625</b> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <b>Dallas County Administrative Code Chapters 82 &amp; 86 (See study guide)</b> 15%               <ul style="list-style-type: none"> <li>Obtain this source from the Dallas County Website using the following URL  <a href="https://www.dallascounty.org/departments/HR/HRpolicieslinks.php">https://www.dallascounty.org/departments/HR/HRpolicieslinks.php</a> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <b>Sheriff's Department Civil Service Rules and Regulations (See study guide)</b> 15%               <ul style="list-style-type: none"> <li>Obtain this source from the Dallas County website using the following  <a href="https://www.dallascounty.org/department/HR/HRpolicieslinks.html">https://www.dallascounty.org/department/HR/HRpolicieslinks.html</a> </li> </ul> </li> </ul>	

\*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