



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

DATE: December 31, 2009

TO: All Eligible Candidates

FROM: Mattye Mauldin-Taylor, Ph.D., Director
Human Resources Civil/Service

SUBJECT: Dallas County Sheriff's Department Civil/Service
Examination Announcement for Deputy I Position

This memorandum serves as an announcement of the Deputy I Examination process. The Human Resources/Civil Service Department will administer the written examination for the Deputy I position on February 19, at 2:00 p.m., at the Bill Priest Institute, 1402 Corinth Street, Dallas, Texas 75215. In order to qualify to take the written examination, candidates must meet the minimum eligibility requirements and register with the Human Resources Civil/Service Department. Candidates may download an application from the HR website at <http://www.dallascounty.org/> and submit it to the Human Resources Civil/Service Department (**along with other required documents**) within the registration period.

Registration Process:

When: Monday, January 4, 2010 through
Friday, January 15, 2010 (No exceptions past this date)

Where: Dallas County Human Resources Department,
509 Main Street, Room 101(Records Building)
Dallas, Texas 75202

Time: 8:00 a.m. to 4:30 p.m. – Records Building,
Monday through Friday

Internal Candidates: At time of registration, a candidate **must** present a valid driver's license and submit these completed forms: (1) Deputy Application, (2) Statement of Qualification Form, (3) Personal Declaration Form, and (4) submit a copy of your DD214 and college transcript (*), if applicable.

External Candidates: At time of registration, a candidate must present a valid driver's license and submit these completed forms: an entire Sheriff's Department application/packet and a copy of your DD214 and college transcript (*), if applicable.

(*) Please see the Deputy I Eligibility requirements regarding special education considerations.

DEPUTY TESTING ELIGIBILITY REQUIREMENTS:

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

- Candidate must have completed two (2) years as a Detention Service Officer with the Dallas County Sheriff's Department; or
- Candidate must have completed 30 semester hours of college course work from an accredited college or university with a "C" or better with no DSO experience (***Official transcript required**); or
- Candidate must have an honorable discharge from the armed forces of the United States after at least twenty-four months of active duty (must provide DD214); or
- Candidate currently serves as a Texas Peace Officer with two years continuous employment with an agency in the State of Texas as a peace officer and currently possesses a Basic Peace Officer Certificate issued by TCLEOSE (verification must be provided); and all of the following:
 - Candidate must be at least 21 years of age;
 - Candidate must be a citizen of the United States;
 - Candidate must have a social security number 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.

Candidates must successfully complete all phases of the entry-level Deputy I 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:

- Achieve a passing score on a written examination;
- Successfully pass a physical assessment;
- Successfully pass a background check;
- Successfully pass a polygraph test;
- Successfully pass a psychological test; and
- Successfully pass a physical examination conducted by the Dallas County Employee Health Department.

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. The materials will consist of: (1) an official Deputy Test Study Guide (2) additional study materials utilizing various websites and (3) an opportunity to register for a Deputy Test Study Guide Review Session. Applicants will receive notification about the Deputy Test Study Guide Review Session after the registration period.

Physical Assessment

The physical assessment will be conducted by the Sheriff's Department Training Division and will consist of the following:

- 1.5 mile Run – 16:28 minutes (maximum time)
- 300 meter Run – 72.0 seconds (maximum time)
- Minimum Push-up - 21
- Minimum of 29 Sit-ups - 60 seconds
- Vertical Jump – 15.5 inches
- Flexibility Test – 15.5 inches

Those candidates who fail the physical assessment requirements will be eliminated from the process and can re-apply during the next test for Deputy Sheriff.

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 TCLEOSE 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 TCLEOSE 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 test 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 sraney@dallascounty.org or contact Sherry Raney at (214) 653-7668.