



DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE

DATE: October 16, 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 Position

This memorandum serves as an announcement of the Deputy Examination process. The Human Resources/Civil Service Department will administer the written examination for the position of Deputy Sheriff on November 30, 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 for the examination and register with the Human Resources Civil/Service Department. Candidates may download an application from our website at <http://www.dallascounty.org/>, and submit it to the Human Resources Civil/Service Department within the registration period.

**Registration Process:**

**When:** Monday, October 19, 2009 through  
Friday, October 30, 2009 (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: a Deputy Application, Statement of Qualification Form, Personal Declaration Form and 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)

**DEPUTY TESTING ELIGIBILITY REQUIREMENTS:**

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

- Candidate must have completed two (2) years as a Detention Service Officer or
- Candidate must have completed 30 hours of college 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 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);
- Candidate must be at least 21 years of age;
- Candidate must be a citizen of the United States; and
- Candidate must have a social security number and a valid driver's license.

**Process for the entry-level Deputy position will consist of the following:**

- Registration and review of applicant information to ensure minimum requirements are met,
- Must 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;
- Successfully pass a physical examination conducted by the Dallas County Employee Health Department;

**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.

**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.

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 [ibsloan@dallascounty.org](mailto:ibsloan@dallascounty.org) or contact Isabel Balderas-Sloan at 214 653 6045.

509 Main Street, Room 101  
Records Building

Dallas, Texas  
Equal Opportunity Employer

214.653.7638



**DEPUTY APPLICATION**  
An Equal Opportunity Employer@



<b>NAME:</b> Last				First	Middle	Maiden
<b>ADDRESS:</b> Street #		Street Name		Apt. #		
City		State		Zip Code		
<b>TELEPHONE NUMBER:</b>						
Home ( )		Work ( )		Mobile ( )		

**PERSONAL INFORMATION**

DATE OF BIRTH		PLACE OF BIRTH (City, County, State)				
DRIVER'S LICENSE NUMBER			State	Type		
Restrictions	Height	Weight	Hair Color	Eye Color		
Identifying Marks (Scars, Tattoos, Etc.)						
Social Security #			Alien #			
Marital Status (Circle One) SINGLE MARRIED DIVORCED WIDOWED Are you a U.S. Citizen? 9 Yes 9 No Specify:						
List ANY and ALL relatives employed with Dallas County:						

**EDUCATION:** Do you meet the requirement of high school diploma, GED, or 12 hours accredited college? 9 Yes 9 No

List High School, College, or Training Schools, including City and State (attach a separate sheet for additional information)	Major Subject Studied	Type of Degree	Period of Attendance	
			FROM	TO

**EMPLOYMENT**

List all places where you have worked for the last 10 years (if additional space is needed, list on next page)	Title or Occupation	Full (F), Part-Time (PT), or Temporary (T)	Period of Employment	
	Reason for Leaving		FROM	TO

**CONTINUE ON THE BACK SIDE**





**DEPUTY SHERIFF  
STATEMENT OF QUALIFICATIONS**

PRINTED NAME:

SSN:

Date:

**To qualify for the position of Deputy Sheriff, you must certify that each of these statements is true and correct by initialing next to each statement and signing at the conclusion:**

**Initial beside each statement if it applies to you.**

**Legal Requirements**

- \_\_\_\_\_ I have completed at least 30 semester hours of accredited college course work with grades of at least a C average, received an honorable discharge from the armed forces of the United States after at least twenty four months of active duty; currently serve as a Texas Peace Officer with two 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 TCLEOSE, or I have served as a Detention Service Officer for at least 2 years.
- \_\_\_\_\_ I am at least twenty-one (21) years of age.
- \_\_\_\_\_ I am a citizen of the United States.
- \_\_\_\_\_ I have not had a peace officer, jailer, or reserve license issued by the Texas Commission on Law Enforcement Officer Standards and Education (or any other like issuing authority) revoked or suspended for any reason.
- \_\_\_\_\_ I have never been convicted of or received probation for any offense Class A misdemeanor or above.
- \_\_\_\_\_ I have not been convicted of or received probation for a Class B misdemeanor within the past ten (10) years.
- \_\_\_\_\_ I have never been convicted at any level of an offense involving Family Violence.
- \_\_\_\_\_ If applicable, when discharged from the military, I must have been discharged under Honorable conditions.
- \_\_\_\_\_ I have one of the following: a high school diploma, a GED, or an honorable discharge after at least 24 months of active duty.

**Departmental Requirements**

- \_\_\_\_\_ I never sold or disposed of any drug, including marijuana, for money or other compensation.
- \_\_\_\_\_ I have never been involved in the manufacture or delivery of any controlled substance or illegal drug.
- \_\_\_\_\_ I have never purchased any illegal drugs.
- \_\_\_\_\_ I have not used (experimented, tried, etc.) marijuana in the last twelve (12) months.
- \_\_\_\_\_ I have never used (experimented, tried, etc.) any controlled substance not prescribed or recommended by a physician, or illegal drug.
- \_\_\_\_\_ I do not have any criminal charges of any kind pending against me.
- \_\_\_\_\_ I have never executed, at any time, a confession to a felony offense, such confession being admissible as evidence against me in any criminal proceeding in any state or federal court.
- \_\_\_\_\_ I have a current Texas drivers license, or qualify to obtain one and am willing to do so.
- \_\_\_\_\_ I have never been convicted of Driving While License Suspended.
- \_\_\_\_\_ I have not had my drivers license suspended for any reason during the last five(5) year period.
- \_\_\_\_\_ I have not had three (3) or more hazardous moving traffic convictions within the last twelve (12) months.
- \_\_\_\_\_ I have not had six (6) or more hazardous moving traffic convictions within the last twenty-four (24) months.
- \_\_\_\_\_ I am of good moral character.
- \_\_\_\_\_ If divorced, all support payments are current with no history of contempt citations.
- \_\_\_\_\_ I have never had a sustained allegation for false statement, untruthfulness, false report, or any form of lying during my present or past employment.
- \_\_\_\_\_ I have not had a sustained allegation, receiving a written reprimand or greater discipline in the past two (2) years. I understand that any disciplinary action older than two (2) years will be reviewed by the Executive Staff.
- \_\_\_\_\_ I have not been a defendant in a civil suit. (Please provide explanation if you have been a defendant in a civil suit).

I certify that all of the above statements are true and correct. I understand that if there are omissions, misstatements, or falsification, I will be rejected from consideration and/or terminated. If I am denied consideration for the position of Deputy Sheriff, I understand that **I MAY NOT BE ADVISED AS TO THE REASON FOR THE REJECTION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Completed

**PERSONAL DECLARATIONS**

**DRUG USE** - Include all descriptive terms used to describe the ingestion of any of the listed types into a person's system. Example: experimented, tried, used, frequent user, etc.

HAVE YOU <b>EVER</b> USED:	NUMBER OF TIMES:	DATES:
Marijuana <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Hashish <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Speed <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Cocaine <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
LSD <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
PCP <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Heroin <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Other drugs used: _____	_____	_____
Have you ever sold any of the items specified above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you ever bought any of the items specified above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you ever abused prescription medication(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have you ever inhaled paint, glue, or any petroleum product?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**ARRESTS, DETENTIONS, CONVICTIONS**

Have you ever been convicted of a felony or a misdemeanor?     Yes    No

Have you ever been arrested by the police?                         Yes    No

Have you ever been detained by the police?                          Yes    No

Have you ever appeared before a judge by subpoena?                Yes    No

If yes to any of the above, please explain each incident fully (list juvenile instances as well as adult):

\_\_\_\_\_

\_\_\_\_\_

**THEFT**

Have you ever stolen something from a store?                         Yes    No

Have you ever been with someone when he/she stole from a store?     Yes    No

Have you ever stolen any cash or items from your workplace?        Yes    No

If yes to any of the above, please explain each incident fully (list juvenile instances as well as adult):

\_\_\_\_\_

\_\_\_\_\_

Have you ever made application with this department?                Yes    No

If yes, when? \_\_\_\_\_

How far in the process did you go? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
DATE OF APPLICATION