



**DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE**

**DATE:** March 25, 2025

**TO:** All Eligible Officers

**FROM:** Robert B. Wilson, Director  
Human Resources /Civil Service

**SUBJECT:** Dallas County Sheriff's Department Civil Service Promotional Examination  
Announcement for the position of **Deputy V – Captain - IRC # 25000511**

This memorandum serves as an announcement of the **Deputy V - Captain** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **June 25, 2025 at 9:00 a.m.** **The examination location will be provided at a later date.**

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:** **March 25, 2025 – April 8, 2025**  
(No exceptions past this date)

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

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

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

**The following documents must be uploaded at the time of application or forwarded to [Roosevelt.harrison@dallascounty.org](mailto:Roosevelt.harrison@dallascounty.org) before the end 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 V - Captain:**

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 two (2) years as a Dallas County Sheriff's Deputy IV – (Lieutenant) and have at least sixty (60) hours of college from an accredited college or university with a grade "C" or better; OR
  - Served at least two (2) years as a Dallas County Sheriff's Deputy IV – (Lieutenant), two (2) years of continuous military service with honorable discharge, and have at least thirty (30) hours of college from an accredited college or university with a grade "C" or better AND served OR
  - Served six (6) continuous years as a Dallas County Sheriff's Deputy IV – (Lieutenant).

**MUST** be available for 24-hour on-call duty

## 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 Captain 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.

**"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 elements:

Human Resources Civil Service  
Records Building  
500 Elm Street, Ste 4100  
Dallas, TX 75202

Equal Opportunity Employer

214.653.7638

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:**

**June 25, 2025 - 9:00 a.m.**

**EXAM LOCATION:**

**To be Announced**

**Primary Reference Materials for the Dallas County Sheriff's Department 2025  
Deputy V- (Captain) Promotional Examination**

<b>Source</b>	<b>% of Exam*</b>
<ul style="list-style-type: none"> <li>• <b>Sheriff's Department 2025 General Orders &amp; Code of Conduct</b> (See study guide) <span style="float: right;">35%</span> <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>Police Administration, 9<sup>th</sup> Edition:</b> <span style="float: right;">See study guide)</span> <span style="float: right;">25%</span> <ul style="list-style-type: none"> <li><b>Publisher: Routledge</b></li> <li><b>Author(s): Gary W. Cordner</b></li> <li><b>ISBN: 978-1138903234</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>How Successful People Lead:</b> <span style="float: right;">(See study guide)</span> <span style="float: right;">10%</span> <ul style="list-style-type: none"> <li><b>Taking Your Influence to the Next Level</b></li> <li><b>By John C. Maxwell (2013) copyright</b> <ul style="list-style-type: none"> <li>• Obtain this source on your own. <u><b>This book is available now.</b></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: <b>Publisher: Center Street: Copyright: 2013</b> <b>Author(s): John C. Maxwell</b> <b>ISBN: 978-1599953625</b></li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Dallas County Administrative Code Chapters 82 &amp; 86</b> <span style="float: right;">(See study guide)</span> <span style="float: right;">10%</span> <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</b> <span style="float: right;">(See study guide)</span> <span style="float: right;">20%</span> <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>	

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\*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