



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

DATE: March 4, 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:
[Entry Level – Constable Deputy I – IRC24000494](#)

This memorandum serves as an announcement of the **Constable Deputy I** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **May 31, 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: **March 4, 2024 through March 18, 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
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 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:

Minimum educational requirements: (A) have passed a general educational development (GED) test indicating high school graduation level; or (B) hold a high school diploma

- Must have successfully maintained all State commissioning requirements (Texas Commission on Law Enforcement Officer Standard and Education – TCOLE certification as a Peace Officer) **AND ONE OF THE FOLLOWING:**

- Candidate must have completed thirty (30) semester hours of college course work from an accredited college or university with a grade “C” or better, in each class and one year of law enforcement experience (***Transcript Required**); **OR**
- Candidate must have two (2) fifteen (15) hours of college course work from an accredited college or university with a grade “C” or better in each class and two (2) years of law enforcement experience; **OR**
- Candidate must have three (3) years of law enforcement experience

CONSTABLE DEPUTY I RECRUIT:

A candidate may be considered for a Deputy Constable Recruit at grade (66) with a combination of TCOLE certification, education, and/or work experience that equates to two years. (These minimum qualifications are required prior to the candidate taking the written entry-level law enforcement examination.)

Examples of various combinations of TCOLE certification, education and/or work experience (not additional):

1. Without TCOLE:

- Two (2) years of law enforcement experience (to include a certified jailer): **OR**
- Thirty (30) hours of college from an accredited college or university with a grade “C” or better in each class

(This candidate would enter an academy upon hire with an estimated completion time of 6 months, then complete 6 months of field training. At the end of twelve (12) months, the employee would become a Deputy Constable I, gr. 66, Step 1)

2. With TCOLE (which equates to six months of work experience), the candidate must possess an additional:

- Eighteen (18) months of law enforcement experience: **OR**
- Six (6) months of law enforcement and fifteen (15) hours of college from an accredited college or university with a grade “C” or better

3. With TCOLE Only

If a candidate has only a TCOLE license the candidate can take the exam. If the candidate passes the exam and a Constable is interested in hiring the candidate, the person can be hired but would remain a deputy constable recruit for two and a half 2 ½ years, until he/she meets the minimum qualifications of three (3) years work experience, then move to Deputy Constable I (gr. 66, Step 1)

OTHER REQUIREMENTS:

- * I am at least 21 years of age and possess a valid Driver's License with a good driving Record
- * 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 (or any other like issuing authority) revoked or suspended for any reason
- * I have never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years
- * I have never been convicted at any level of an offense involving Family Violence
- * I have not been prohibited by state or federal law from operating a motor vehicle
- * I have not been prohibited by state or federal law from possessing firearms or ammunition

() 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.

The examination process will consist of all these elements:

- Achieve a passing score on the electronic examination
- Successfully pass a Physical Readiness Assessment

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

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

EXAM DATE & TIME:
May 31, 2024 at 9:00 a.m.

EXAM LOCATION:
Dallas County Sheriff's Academy

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. All candidates can access an official **Entry Level Deputy Cadet Test Study Guide** online at – <https://www.dallascounty.org/departments/HR/exam-study-guides.php>

Physical Readiness Assessment

The Physical Readiness Assessment will be conducted, the same day as the electronic test, by the Sheriff's Department Training Division for all test candidates who pass the electronic examination and will consist of the following:

The candidate will begin from seated, and seat belted inside of a squad car or SUV. The time recording begins as soon as the candidate opens the vehicle door to perform the following in sequence. The candidate must be in continual motion without stopping during this assessment. All candidates are required to wear a 15-pound vest to simulate the equipment worn during a tour of duty.

1.	Serpentine weave around five cones after a short sprint
2.	Climb over a 6 ft. wall. A step to assist the candidate with the climb.
3.	Leap over a two-foot wall type structure
4.	Up and over a small, elevated ramp.
5.	Jump over a two-foot-wide simulated ditch.
6.	After a short sprint, duck under a four-foot-high bar.
7.	Stair climb which consist of going up and down eight stairs twice.
8.	Proceed to takedown simulator, which is a weighted mannequin and simulates taking a subject from standing position to the ground. The mannequin is held in the standing position using enough counterweights to keep it upright and must be forced completely to the ground.
9.	Simulated body drag which consist of dragging a 150 lb. dummy approximately 21 feet.

Those candidates who fail the Physical Readiness Assessment requirements will be eliminated from the process and can re-apply during the next exam for Deputy Constable I.

Eligibility List:

Candidates who successfully complete the entire process will be placed on an eligibility list. When a Constable has a vacancy, all applicants who passed the electronic test and physical readiness assessment, and who indicated an interest in working in that selected Constable Office will be forwarded to that office. If an applicant has not indicated a specific area, those applications will also be forwarded to the Constable Offices.

For additional information, please email roosevelt.harrison@dallascounty.org or (214) 653-6095.