



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

DATE: February 29, 2023

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:**
[Deputy IV – Lieutenant IRC # 24000451](#)

This memorandum serves as an announcement of the **Deputy IV Lieutenant** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **May 16th, 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 28th, 2024 – March 15th, 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 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):

Deputy IV Lieutenant:

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

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 Lieutenant 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.

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)

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

Equal Opportunity Employer

214.653.7638

(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 16th, 2024 - 9:00 a.m.

EXAM LOCATION:

Dallas County Sheriff's Academy

**Primary Reference Materials for the Dallas County Sheriff's Department 2024
Deputy IV Lieutenant Promotional Examination**

Sources

% of Exam*

- **Sheriff's Department 2024 General Orders & Code of Conduct (See study guide) 35%**
 - Obtain this source from the Dallas County Sheriff's Department.

- **Leadership Ethics and Policing: (See study guide) 30%**
Challenges for the 21st Century, 2nd Edition
 - Obtain this source on your own. **This book is available now.**
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:
Publisher: Pearson
Author(s) P.J. Ortmeier and Edwin Meese III.
ISBN: 9780135154281

- **Dallas County Administrative Code Chapters 82 & 86 (See study guide) 10%**
 - Obtain this source from the Dallas County Website using the following URL
<https://www.dallascounty.org/departments/HR/HRpolicieslinks.php>

- **Sheriff's Department Civil Service Rules and Regulations (See study guide) 10%**
 - Obtain this source from the Dallas County website using the following
<https://www.dallascounty.org/department/HR/HRpolicieslinks.html>

- **The One Minute Manager. (See study guide) 15%**

By Kenneth H. Blanchard and Spencer Johnson
 - Obtain this source on your own. **This book is available now.**
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:
Publisher: William Morrow & Co, Inc. 1982
Authors: Kenneth H. Blanchard and Spencer Johnson
ISBN: B002BFPOSO

*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