



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

DATE: September 24, 2018

TO: All Eligible Candidates

FROM: Urmit B. Graham, Interim-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 **November 13, 2018**, at **9:00 am** at **Dallas County, Health & Human Services (HHS) Building, 2377 North Stemmons Frwy, 6th Floor, Dallas, TX 75207**.

In order to qualify to take the written examination, **candidates must meet the minimum eligibility requirements at the time of registration** and register with the Human Resources/Civil Service Department. Candidates may download the registration form from the Dallas County website at <http://www.dallascounty.org/departmentsheriff/deputyexams.html> and submit it to the Human Resources/Civil Service Department (**along with other required documents**) within the registration period.

Registration Process:

When: **Monday, September 24, 2018** through
Monday, October 8, 2018

Where: Dallas County
Human Resources/Civil Service Department
Renaissance Tower
1201 Elm Street, 23rd Floor (Suite 2300-B)
Dallas, Texas 75270

Time: 8:00 a.m. to 4:30 p.m.
Monday through Friday

Internal Candidates: At time of registration, the candidate **must** present a valid driver's license and submit these completed forms: (1) complete the online application via iRecruitment, and (2) submit a copy of your Peace Officers license, DD214 and official college transcript (*), if applicable.

External Candidates: At time of registration, the candidate **must** present a valid driver's license and submit these completed forms: (1) complete the online application via iRecruitment and (2) submit a copy of your Peace Officers license, DD214 and official college transcript (*), if applicable.

(*) Please see the Deputy I Eligibility requirements regarding out of country 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 grade "C" or better, in each class, with no DSO experience (***Official transcript required**); **or**
- Candidate must have 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 TCOLE (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 the written examination;
- Successfully pass a physical readiness 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. All candidates will receive an official Deputy Test Study Guide.

Physical Readiness Assessment

The physical readiness assessment will be conducted by the Sheriff's Department Training Division on all test candidates who pass the written examination and will consist of the following:

Activity	Vertical Jump (inches)	Bench Press (ratio)	Bench Press (lbs)	Agility Run (sec)	Push Up (n)	Sit Up (n)	300 m Run (sec)	Endurance Run (min:sec)
Requirement at the initial time of testing	13.5	.60	112	23.0	16	27	87	18:00

	Vertical Jump (inches)	Bench Press (ratio)	Bench Press (lbs)	Agility Run (sec)	Push Up (n)	Sit Up (n)	300 m Run (sec)	Endurance Run (min:sec)
Requirement within 10 weeks of Academy	16.5	.70	140	19.2	20	33	73	15:01

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 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 TCOLE 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 TCOLE 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 exam 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 Phyllis.Jones@dallascounty.org or contact Phyllis Jones at (214) 653-6045.