



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE DEPARTMENT

DATE: September 24, 2018

TO: All Eligible Candidates

FROM: Urmit B. Graham, Jr., Interim-Director
Human Resources/Civil Service

SUBJECT: Dallas County Human Resources/Civil Service Department
Examination Announcement for **Deputy Constable I** Positions
(TCOLE CERTIFIED ONLY)

This memorandum serves as an announcement of the Deputy Constable I Examination process. The Human Resources/Civil Service Department will administer the written examination for the **Deputy Constable I** position on **November 13, 2018**, 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**, complete an online application via Dallas County's Online System, and register with the Human Resources/Civil Service Department. Candidates may access the online application system via the HR website and download the registration form from the HR website at <http://www.dallascounty.org/department/HR/home.html> (please select Deputy Exam Announcements for detailed information and forms) and submit all required documents to the Human Resources/Civil Service Department within the registration period.



NOTE: ONLY TCOLE CERTIFIED CANDIDATES MAY TAKE THE EXAMINATION FOR DEPUTY CONSTABLE I POSITIONS.

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

Candidates: At time of registration, a candidate **must** have completed the online employment application via Dallas County's iRecruitment System and **must** present a valid driver's license and submit these forms: (1) Deputy Constable Exam Registration Form, (2) DD214 form and Official College Transcript(s) (*), if applicable and (3) Proof of TCOLE Certification.

(*) Please see the Deputy Constable I Eligibility requirements regarding out of country education considerations.

DEPUTY CONSTABLE I TESTING ELIGIBILITY REQUIREMENTS:

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

TCOLE Requirement:

*TCOLE (Texas Commission on Law Enforcement) certification as a Peace Officer and one of the following combinations: **(1)** thirty (30) hours of college from an accredited college or university with a grade "C" or better in each class and one year of law enforcement experience; **OR (2)** fifteen (15) hours of college from an accredited college or university with a grade "C" or better in each class and two years of law enforcement experience; **OR (3)** three years of law enforcement experience.

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

1. **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 hours of college from an accredited college or university with a grade "C" or better.

2. **With TCOLE Only**
 - If a candidate has only a TCOLE license the candidate can sit for 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 2 1/2 years, until he/she meets the minimum qualifications of 3 years.

Other Requirements:

*I am at least twenty-one (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 not 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.

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:

- Achieve a passing score on a written examination;
- Successfully pass a physical assessment;
- Successfully pass a background check and fingerprinting;
- Successfully pass a polygraph test;
- Successfully pass a drug screen;
- 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. The materials will consist of an official Deputy Exam Study Guide.

Physical Readiness Assessment:

The physical ready 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:

	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 to be met	13.5	.60	112	23.0	16	27	87	18:00

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 written 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, contact Phyllis Jones at (214) 653-6045 or by email at Phyllis.Jones@dallascounty.org.