



DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE

DATE: May 15, 2019

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 **Detention Service Supervisor**

This memorandum serves as an announcement of the **Detention Service Supervisor** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **August 29, 2019** at 9:00 a.m. **The examination location will be provided at a later date.**

In order to qualify to sit for the written examination, **candidates must meet all minimum eligibility requirements at the time of registration** and register for the examination with the Human Resources/Civil Service Department.

**Registration Process:**

**When:** **Wednesday, May 15, 2019** through  
**Thursday, May 30, 2019**  
(No exceptions past this date)

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

**Time:** 8:00 a.m. to 4:30 p.m.  
Monday through Friday (excluding holidays)

**The following documents must be presented at the time of registration. If a candidate does not present all the required documents, he/she will not be allowed to register.**

1. Sheriff's Department ID or current Texas Driver's License.
2. Completion of an online application in Dallas County's iRecruitment System.
3. A certified copy of college transcript(s), if education is going to be substituted.
4. A copy of your DD214, if military experience is going to be substituted
5. A completed copy of the Promotional Exam Registration Form #180. This form can be obtained online via [http://www.dallascounty.org/department/HR/sheriff\\_promoexam.html](http://www.dallascounty.org/department/HR/sheriff_promoexam.html) or in person via the Human Resources/Civil Service Department.

**NOTE:** Candidates who **do not** possess the required documents necessary to meet the minimum qualifications will not be allowed to register. If you have any questions, please contact the Human Resources/Civil Service Department at (214) 653-7625.

**MINIMUM QUALIFICATIONS:**

**The minimum requirements for the examination are as follows (all required work experience must be with the Dallas County Sheriff's Department):**

**Detention Service Supervisor**

Must have successfully maintained all State and Sheriff's Department licensing/commissioning requirements and have achieved one of the following:

- Served at least two (2) years as a full-time Detention Service Officer (DSO) in Dallas County and have fifteen (15) hours of college from an accredited college or university with a grade "C" or better in each class; *OR*
- Served at least three (3) continuous years as a full-time Detention Service Officer (DSO) in Dallas County.

"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:**

- 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 pass 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:**  
August 29, 2019

**TIME:**  
9:00 a.m.

**Primary Reference Materials for the Dallas County Sheriff's Department 2019 Detention Service Supervisor Promotional Examination**

Source	% of Exam*
<b>Sheriff's Department 2019 General Orders &amp; Code of Conduct</b> <ul style="list-style-type: none"> <li>Obtain this source from the Dallas County Sheriff's Department. <i>(See study guide)</i></li> </ul>	40%
<b>Effective Police Supervision: <i>(See study guide)</i></b> <b>8th Edition by Miller, Braswell and More (2017) copyright</b> <ul style="list-style-type: none"> <li>Obtain this source on your own. <b><u>This book is available now.</u></b>                      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: Routledge Taylor &amp; Francis Group; Copyright: 2017</b>  <b>Authors: Larry S. Miller, Harry W. More and Michael C. Braswell</b>  <b>ISBN: 978-1138225183 (978-1-138-22518-3)</b></li> </ul>	35%
<b>How Successful People Lead: <i>(See study guide)</i></b> <b>Taking Your Influence to the Next Level</b> <b>by John C. Maxwell (2013) copyright</b> <ul style="list-style-type: none"> <li>Obtain this source on your own. <b><u>This book is available now.</u></b>                      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>Center Street: Copyright: 2013</b>  <b>Authors: John C. Maxwell</b>  <b>ISBN: 978-1599953625</b></li> </ul>	10%
<b>Dallas County Administrative Code Chapters 82 &amp; 86 <i>(see study guide)</i></b> <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>	10%
<b>Sheriff's Department Civil Service Rules and Regulations <i>(See study guide)</i></b> <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/department/HR/HRpolicieslinks.html">https://www.dallascounty.org/department/HR/HRpolicieslinks.html</a></li> </ul>	5%

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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.