



**DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE**

**DATE:** May 15, 2019

**TO:** All Eligible Deputies

**FROM:** Robert B. Wilson, Director  
Human Resources/Civil Service

**SUBJECT:** Dallas County Sheriff's Department/Civil Service Promotional Examination  
Announcement for the position of **Sergeant**

This memorandum serves as an announcement of the **Sergeant** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **August 29, 2019 at 2:00 pm. The examination location will be provided at a later date.**

In order to qualify to take the written examination, **candidates must meet the minimum eligibility requirements at the time of registration** and register in person 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.**

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 form, 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/home.html> or in person at 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):**

**Sergeant:**

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

- Served at least three (3) continuous years as a full-time Deputy Sheriff in Dallas County and have at least 45 hours of college from an accredited college or university with a grade "C" better in each class (not the GPA); **OR**
- Served three (3) continuous years as a full-time Deputy Sheriff in Dallas County, two (2) years of continuous military service with an honorable discharge and have fifteen (15) hours of college from an accredited college or university with a grade "C" or better in each class (not the GPA); **OR**
- Served six (6) continuous years as a full-time Deputy Sheriff in Dallas County.

**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:**

**2:00 pm**

**Reading List for the Dallas County Sheriff's Department  
2019 Sergeant Promotional Examination**

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<b>Sources</b>	<b>% of Exam*</b>
<p><b>Dallas Sheriff's Department 2019 General Orders and Code of Conduct</b> <span style="float: right;"><b>40%</b></span></p> <ul style="list-style-type: none"><li>▪ Obtain this source from the Dallas County Sheriff's Department. <i>(See study guide)</i></li></ul>	
<p><b>Common Sense Police Supervision: Practical Tips for the First-Line Leader</b> <span style="float: right;"><b>30%</b></span> <i>(See study guide)</i> <b>6th Edition by Gerald W. Garner (2018) copyright</b></p> <p>Obtain this source on your own. 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:</p> <p><b>Charles C. Thomas Publisher, Ltd.; Copyright: 2018</b> <b>Authors: Gerald W. Garner</b> <b>ISBN: 978-0398092306</b></p>	
<p><b>The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You</b> <span style="float: right;"><b>15%</b></span> <b>10<sup>th</sup> Anniversary Edition by John C. Maxwell</b></p> <ul style="list-style-type: none"><li>• Obtain this source on your own. 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:</li></ul> <p><b>HarperCollins Leadership Publisher; Copyright: 1998 and 2007</b> <b>Authors: John C. Maxwell</b> <b>ISBN: 978-0-785-258837-4</b></p>	
<p><b>Dallas County Code (Chapter 82 &amp; 86)</b> <span style="float: right;"><b>10%</b></span> <i>(See study guide)</i></p> <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>	
<p><b>Sheriff's Department Civil Service Rules and Regulations</b> <span style="float: right;"><b>5%</b></span> <i>(See study guide)</i></p> <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>	

\*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 you will receive at the time of registration will specify the exact pages, sections, etc. that you will be responsible for reading.