



DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE

DATE: June 10, 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 Manager**

This memorandum serves as an announcement of the **Detention Service Manager** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **September 25, 2019** at **Bill J. Priest Institute, 1402 Corinth Street, Dallas, Texas 75215**.

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:** **Monday, June 10, 2019** through  
**Monday, June 24, 2019**  
(No exceptions past this date)

**Where:** **Dallas County Human Resources/Civil Service**  
**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/departments/HR/sheriff\\_promoexam.html](http://www.dallascounty.org/departments/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 Manager**

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

- Served at least one (1) year as a Detention Service Supervisor (DSS) 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 two (2) continuous years as a Detention Service Supervisor (DSS) 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 (*candidates 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 the 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:**

**September 25, 2019**

**TIME:**

**9:00 AM**

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

Source	% of Exam*
<b>Dallas Sheriff's Department 2019 General Orders and Code of Conduct</b> ( <i>See study guide</i> ) <ul style="list-style-type: none"><li>• Obtain this source from the Dallas County Sheriff's Department.</li></ul>	35%
<b>The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</b> ( <i>See study guide</i> ) Special edition by Covey 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: <b>Publisher: Simon &amp; Schuster</b> <b>Authors: Stephen R. Covey</b> <b>ISBN: 978-1451639612</b>	30%
<b>Correctional Administration and Change Management</b> 1st Edition by Henderson Hurley & Hanley 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: <b>Publisher: CRC Press; I edition</b> <b>Authors: Martha Henderson Hurley and Dena Hanley</b> <b>ISBN: 978-1439803929</b>	20%
<b>Dallas County Code (Chapter 82 &amp; 86)</b> ( <i>See Study guide</i> ) <ul style="list-style-type: none"><li>• Obtain this source from the Dallas County website using the following, URL: <a href="http://www.dallascounty.org/department/HR/HRpolicieslinks.html">http://www.dallascounty.org/department/HR/HRpolicieslinks.html</a></li></ul>	10%
<b>Sheriff's Department Civil Service Rules &amp; Regulations</b> ( <i>See Study guide</i> ) <ul style="list-style-type: none"><li>• Obtain this source from the Dallas County website using the following URL: <a href="http://www.dallascounty.org/department/HR/HRpolicieslinks.html">http://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 you will receive at the time of registration will specify the exact pages, sections, etc. that you will be responsible for reading.