



**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 **Lieutenant**

This memorandum serves as an announcement of the **Lieutenant** 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 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: **Monday, June 10, 2019** through
Monday, June 24, 2019
(No exceptions past this date)

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

Time: 8:00 a.m. to 4:30 p.m. – Records Building
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):

Lieutenant:

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

- Served at least two (2) years as a Deputy III and have at least sixty (60) hours of college from an accredited college or university with a grade "C" or better in each class, not the GPA (grade point average); **OR**
- Served at least two (2) years as a Deputy III, two (2) years of continuous military service with an honorable discharge, and have thirty (30) hours of college from an accredited college or university with a grade "C" or better in each class, not the GPA (grade point average); **OR**
- Served six (6) continuous years as a Deputy III.

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) Examination.

NOTE: The results of the two components will be combined. Candidates will be ranked based on the final scores to produce the final certified eligibility list.

EXAM DATE:

September 25, 2019

TIME:

2:00 p.m.

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

Sources	% of Exam*
<p>Dallas Sheriff's Department 2019 General Orders and Code of Conduct 35%</p> <ul style="list-style-type: none">Obtain this source from the Dallas County Sheriff's Department. (<i>See study guide</i>)	
<p>Leadership, Ethics and Policing: Challenges for the 21st Century (See study guide) 2nd Edition by Ortmeier and Meese 30%</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>Publisher: Pearson Authors: P.J. Ortmeier and Edwin Messe III ISBN: 978-0135154281</p>	
<p>The One Minute Manager (See study guide) 15% By Blanchard and Johnson</p> <ul style="list-style-type: none">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>Publisher: William Morrow & Co, Inc. 1982; Authors: Kenneth H. Blanchard and Spencer Johnson ASIN: B002BFP0SO</p>	
<p>Dallas County Code (Chapter 82 & 86) (See study guide) 10%</p> <ul style="list-style-type: none">Obtain this source from the Dallas County website using the following URL: https://www.dallascounty.org/departments/HR/HRpolicieslinks.html	
<p>Sheriff's Department Civil Service Rules and Regulations (See study guide) 10%</p> <ul style="list-style-type: none">Obtain this source from the Dallas County website using the following URL: https://www.dallascounty.org/departments/HR/HRpolicieslinks.html	

*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.