



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

DATE: July 1, 2019

TO: All Eligible Officers

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

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

This memorandum serves as an announcement of the **Captain** promotional process. The Human Resources/Civil Service Department will administer the written examination for this position on **October 23 2019, at 9:00** at **Bill J. Priest Institute**, 1402 Corinth Street, Dallas, Texas 75215.

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

Registration Process:

When: **Monday, July 1, 2019** through
Tuesday, July 16, 2019
(No exceptions past this date)

Where: Dallas County Human Resources Department,
Renaissance Tower
1201 Elm Street, 23rd Floor (Suite 2300-B)
Dallas, Texas 75202

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 have the required documentation, 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 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):

Captain:

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 IV 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 IV, two (2) years of continuous military service with honorable discharge, and have at least 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 IV.

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 rank ordered based on the final scores to produce the final certified eligibility list.

Please see the Study Guide (will be provided upon registration) for the reading list.

EXAM DATE:
October 23, 2019

TIME:
9:00 a.m.

**Primary Reference Materials for the Dallas County Sheriff's Department
2019 Captain Promotional Examination**

Source	% of Exam
Dallas Sheriff's Department 2019 General Orders and Code of Conduct (See study guide)	35%
Police Leadership: Organizational and Managerial Decision Making Process: 2nd Edition by Maria R. Haberfeld Ph.D. 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 (bn.com). Prices and availability change over time. The text should be available directly from the publisher. The book publisher, author(s), and ISBN number are: Publisher: Pearson Author(s): Maria R. Haberfeld, Ph.D. SBN: 9780132682961	25%
How Successful People Lead: (See study guide) Taking Your Influence to the Next Level by John C. Maxwell (2013) copyright Obtain this source on your own. <u>This book is available now.</u> 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: Center Street: Copyright: 2013 Authors: John C. Maxwell ISBN: 978-1599953625	20%
Sheriff's Department Civil Service Rules and Regulations Obtain this source from the Dallas County website using the following URL: http://www.dallascounty.org/department/HR/HRpolicieslinks.html	10%
Dallas County Administrative Code Chapters 82 & 86 (see study guide) Obtain this source from the Dallas County Website using the following URL: https://www.dallascounty.org/departments/HR/HRpolicieslinks.php	10%

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 following list specifies the exact pages, sections, etc. that you will be responsible for reading.