



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 **Detention Service Commander**

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

In order to qualify to sit 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/Civil Service Department
1201 Elm Street, 23rd 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 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 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 written examination are as follows:

Detention Service Commander:

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 Detention Service Manager 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 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) and served at least two (2) years as a Detention Service Manager; **OR**
- Served six (6) continuous years as a Detention Service Manager.

"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) Examination
(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 ranked based on the final scores to produce the final certified eligibility list.

EXAM DATE:

October 23, 2019

TIME:

9:00 a.m.

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

Source	% of Exam*
<i>Dallas Sheriff's Department 2019 General Orders and Code of Conduct (See study guide)</i>	35%
<i>Correctional Administration and Change Management (See study guide) By Henderson and Hanley</i> 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: CRC Press; 1 edition Author(s): Martha Henderson Hurley and Dena Hanley ISBN: 978-1439803929	25%
<i>How Successful People Think: Change Your Thinking, Change Your Life By John C. Maxwell (See study guide)</i> 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: CRC Press; 1 edition Author(s): John C. Maxwell ISBN: 978-1599951683	20%
<i>Dallas County Code</i> Obtain these sources from the internet using the following URL: http://www.dallascounty.org/department/HR/HRpolicieslinks.html	10%
<i>Sheriff's Department Civil Service Rules & Regulations (See study guide)</i> Obtain this sources from the internet using the following URL: http://www.dallascounty.org/department/HR/HRpolicieslinks.html	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 study guide will specify the exact chapters, sections, etc., that you will be responsible for reading.