



---

ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF:

POLICE SENIOR CORPORAL (46016)

DALLAS POLICE DEPARTMENT

**WRITTEN EXAM**

**TO BE GIVEN ON TUESDAY, NOVEMBER 7, 2023 AT 10:00 A.M.**

*(CHECK-IN BEGINS AT 9:15 A.M.)*

AT KAY BAILEY HUTCHISON CONVENTION CENTER

650 SOUTH GRIFFIN STREET – EXHIBIT HALL A

DALLAS, TX 75202

### Minimum Requirements for Promotion

#### CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Police Senior Corporal: **Police Officers** who have served in the Department for **at least three years, including three as a police officer**, shall be eligible to take this examination (Civil Service Rules - Rule 4, Section 4. 3. (a) (3)).

Those candidates who will meet these eligibility criteria prior to six months following administration of the examination may compete on the examination but will not be eligible for promotion until they have successfully completed the service required for promotion. Therefore, those who meet the eligibility requirement before **May 8, 2024** may compete on this examination. (Civil Service Rules - Rule 4, Section 4.3 (b)).

### Application to take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. The link to the application can be found on the City of Dallas Internal Positions Employment Opportunities webpage at:

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

Applications will be accepted from Wednesday, August 9, 2023 until Friday, September 8, 2023. **You must register no later than 11:59 p.m. on Friday, September 8, 2023, or you will not be allowed to take this examination.**

When you have signed up successfully for the test in the NEOGOV system, you will receive an automated email confirmation from NEOGOV (to the email address you designate on your application). In addition, you will receive an email notification from the Civil Service Department with your eligibility status on **September 18, 2023**.

### Candidate Check-in Process

Check-in begins at 9:15 A.M. All applicants must show a City of Dallas or government issued photo I.D. If you do not present a City of Dallas or government-issued photo I.D. at check-in before entering the room, you will **NOT** be permitted to take the exam.

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, smartwatches or Bluetooth enabled devices, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the examination. All required testing materials will be provided. If you bring a communication device, you will be asked to return it to your car, and you will still be subject to the check-in time. Possession of any communication device or other prohibited item once the testing process begins will result in your disqualification. **NO EXCEPTIONS.**

Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room.

### Police Senior Corporal

This promotional process consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached (Appendix A).

Candidates must pass the written examination to be eligible for promotion.

The multiple-choice examination will contribute **100%** to a candidate's overall promotional score.

Additional information regarding the written exam will be provided in the Written Exam Orientation Manual/Video which will be sent on September 22, 2023.

### ADA Accommodation Requests

Any candidate who requires an accommodation for this examination, in accordance with the Americans with Disabilities Act (ADA) must make this request for accommodation in writing to the Civil Service Department. ADA accommodation requests for the written exam must be received by Tuesday, October 10, 2023.

### Source List Information

Test items will be based upon the source material provided in Appendix A of this announcement.

## Important Dates

Date	Event
<b>Written Exam</b>	
08/09/2023	Application period opens
09/08/2023	Application period closes
09/22/2023	Written exam orientation manual/video is sent (link will be sent to candidates via email)
10/10/2023	ADA accommodation requests for the written exam due
11/07/2023	Written exam administered
11/13/2023	Preliminary written exam scores emailed from the Civil Service Department
11/14/2023 thru 11/17/2023	Written exam item review period (candidates may appeal test items)
11/20/2023 & 11/21/2023	Written exam item comment period (candidates may make comments on appealed items)
11/27/2023	Final written exam scores emailed from the Civil Service Department

# APPENDIX A

## Source List for 2023 Police Senior Corporal Promotional Examination

The written exam items will be written from the following sources. Items will not be written from the omitted sections below.

Blanket Omissions: All Acknowledgements, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions.

### Dallas Police Department

1. Academy Handout "City of Dallas Search and Seizure" (10A Arrest, Search, & Seizure LO 1-6 071521 PDF, 10B Arrest, Search, & Seizure LO 6-12 020921 PDF)  
No omissions
2. Dallas Police Department General Orders and Code of Conduct Combined (Revised: January 3, 2023)  
No omissions
3. Dallas Police Department Patrol Bureau Standard Operating Procedures Combined (April 20, 2023)  
No omissions
4. Dallas Police Department Violent Crime Reduction Plan (2021)  
No omissions

### City of Dallas Publications

5. City of Dallas Personnel Rules (November 9, 2022)  
No omissions
6. City of Dallas Code of Ethics (June 14, 2023)  
No omissions
7. City of Dallas Municipal Code  
ONLY the following chapters:  
Chapters: 6, 12B, 14B, 37, 41, 41A, 42A, 48B

## Technical Publications

8. Texas Criminal Law and Traffic Manual (2021-2022 Edition). (2021 Blue 360 Media) ISBN: 978-1-63729-148-1.  
*ONLY the following sections:*  
**Texas Penal Code:** All  
**Code of Criminal Procedures:** Chapters 1-18, 24, 38, 47, 49, 52, 55, 63  
**Transportation Code:** Ch. 201, Subchapter K; Ch. 471, all; Ch. 502, Subchapter H and Subchapter K; Ch. 521, Subchapters A, B, D, F, J, and P; Ch. 522, Subchapter H; Ch. 541 – 545; Ch. 727 – 729.  
**Texas Family Code:** Title 3, Ch. 51-52

## Management Publications

9. Criminal Investigation, 13th Edition, by Charles R. Swanson, Robert W. Taylor, Leonard Territo, and Bryanna Fox. (McGraw Hill LLC, 2023). ISBN: 978-1260836806  
*ONLY the following chapters:*  
Chapter 2  
Chapter 3  
Chapter 22
10. Evidence-Based Policing: Translating Research into Practice, by Cynthia Lum, Christopher S. Koper. (Oxford University Press, 2017). ISBN: 978-0-19-871994-6  
*No omissions*

**NOTE:** TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER AUGUST 9, 2023, WILL NOT BE INCLUDED ON THE EXAMINATION.