



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

POLICE LIEUTENANT (46013)

DALLAS POLICE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, DECEMBER 14, 2021 AT 10:00 A.M.

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

AT KAY BAILEY HUTCHISON CONVENTION CENTER

650 SOUTH GRIFFIN STREET – BALLROOM C

DALLAS, TX 75202

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Police Lieutenant: Those employees who have served for one year as Sergeant shall be eligible to take this examination.

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 will meet the eligibility requirement before **June 14, 2022** may compete on this examination. (Civil Service Rule XIV, Section 4. A. (2)).

Application to take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. 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, September 15, 2021 until Friday, October 15, 2021. **You must register no later than 11:59 p.m. on Friday, October 15, 2021, or you will not be allowed to take this examination.**

When you have signed up successfully for the test on 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 October 25, 2021.

COVID-19 Related Safety Precautions

- Face masks are encouraged for all candidates.
- Always maintain a social distance of 6ft from other candidates.
- Hand sanitizer will be available inside and outside of the ballroom.
- If you are displaying COVID-19 symptoms the day of the exam, contact the Civil Service Department prior to the exam start time and do not attend the exam.

Candidates who have tested positive for COVID-19 and have not been cleared to return to work or are quarantined at the time of the exam must notify Civil Service prior to the exam date. Candidates must provide medical documentation or documentation from the Dallas Police Department regarding their situation for an accommodation to be approved.

Candidate Check-in Process

Check-in begins at 9:15 A.M. All applicants must show a government issued photo I.D. If you do not present a 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 Lieutenant

This promotional process consists of two parts. Part I 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 (Part I) to compete in the assessment center (Part II). The passing score for Part I of the examination will be set as described in the WRITTEN EXAMINATION PROCEDURES. The WRITTEN EXAMINATION PROCEDURES will be sent to you on October 25, 2021. **Failure to follow these procedures may disqualify you from taking the written exam.** The results of Part I of the examination will be combined with the results of Part II to determine the final score for those individuals completing both parts.

The multiple-choice examination will contribute **35%** and the assessment center will contribute **65%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Police Lieutenant Promotional Process – Part II

Part II consists of assessment center.

Those candidates passing Part I of the promotional process will have the opportunity to view an Assessment Center Orientation Video. This orientation video will be posted on January 7, 2022. Additional information will be provided in an Assessment Center Information Sheet which will be distributed when it becomes available. Part II of the examination will take place on February 16-18, 2022. Details of the schedule will be provided to individuals eligible to compete in this part of the examination when they become available.

In accordance with the policy of the Civil Service Board, assessment center test exercises will not be subject to review.

ADA Accommodation Requests

Any candidate who requires an accommodation for Part I or Part II of 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 Part I must be received by Monday, November 15, 2021. The final date for ADA accommodation requests for Part II is Wednesday, February 2, 2022.

Source List Information

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

Important Dates

Date	Event
Part I: Written Exam	
9/15/21	Application period opens
10/15/21	Application period closes
10/25/21	Written exam orientation video is posted (link will be sent to candidates via email)
11/15/21	ADA accommodation requests for the written exam due
12/14/21	Written exam administered
12/17/21	Preliminary written exam scores emailed from Civil Service Offices
12/20/21, 12/21/21, 12/22/21, 12/23/21	Written exam item review period (candidates may appeal test items)
12/27/21 & 12/28/21	Written exam item comment period (candidates may make comments on appealed items)
12/30/21	Final written exam scores emailed from Civil Service Offices by 5:00 p.m.
Part II: Assessment Center	
2/4/22	ADA accommodation requests for the assessment center due
1/7/22	Assessment center orientation video is posted (link will be sent to candidates via email)
2/16/22, 2/17/22, 2/18/22	Assessment center administration
3/4/22	Combined promotional scores posted

APPENDIX A

Source List for 2021 Police Lieutenant 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 Publications

1. Dallas Police Department General Orders (9/13/2021)
No omissions
2. Dallas Police Department Code of Conduct
No omissions

City of Dallas Publications

1. City of Dallas Personnel Rules (2021)
No omissions
2. City of Dallas Code of Ethics, Chapter 12A (April 2017)
No omissions
3. Dallas City Charter. Chapters 12, 13, 16, 18, 23 (February 2015)
4. Administrative Directive (AD) 3-3 Driver & Equipment Safety Program (6/12/18)
No omissions
5. Administrative Directive (AD) 3-31 On-Job Injuries (10/1/12)
No omissions
6. Administrative Directive (AD) 3-53 Wage Supplementation Plan (10/1/2012)
No omissions
7. Administrative Directive (AD) 3-72 Family and Medical Leave – Interim (5/20/2014)
No omissions

Technical Publications

1. Texas Criminal Law and Traffic Manual (2019-2020). ISBN: 978-1522185031.
ONLY the following sections:
Texas Penal Code: All

Code of Criminal Procedures: Articles 1-15, 18, 47, 49.18, 56, 57

Transportation Code: Sections 544, 546, 550, 601

Management Publications

1. Proactive Police Management, 9th edition. Edward Thilbault, Ph.D. Lawrence Lynch, and Bruce McBride. ISBN-13: 978-0133598438

ONLY the following chapters:

Chapter 2

Chapter 4

Chapter 7

Chapter 8

Chapter 9

Chapter 13

Chapter 14

2. Police Administration, 9th edition: Structures, Processes and Behaviors. Charles Swanson, Leonard Territo, Robert Taylor. ISBN 10: 0-13-375405-7; ISBN 13: 978-0-13-375405-6.

ONLY the following chapters:

Chapter 3

Chapter 5

Chapter 8

Chapter 14

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER SEPTEMBER 15, 2021, WILL NOT BE INCLUDED ON THE EXAMINATION.