



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

POLICE SENIOR CORPORAL (46016)

DALLAS POLICE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON TUESDAY, MARCH 22, 2022 AT 10:00 A.M.

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

AT KAY BAILEY HUTCHISON CONVENTION CENTER

650 SOUTH GRIFFIN STREET – BALLROOM 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 **three years including two years as a Police Officer** shall be eligible to take this examination (Civil Service Rules XIV, Section 4. A. (1) (c)).

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 **September 22, 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, December 22, 2021 until Friday, January 21, 2022. **You must register no later than 11:59 p.m. on Friday, January 21, 2022, 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 January 31, 2022.

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 testing rooms.
- 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 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 passing score of the examination will be set as described in the WRITTEN EXAMINATION PROCEDURES. The WRITTEN EXAMINATION PROCEDURES will be sent to you on January 31, 2022. **Failure to follow these procedures may disqualify you from taking the written exam.**

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

ADA Accommodation Requests

Any candidate who requires an accommodation for Part I 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, February 21, 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	
12/22/21	Application period opens
1/21/22	Application period closes
1/31/22	Written exam orientation video is posted (link will be sent to candidates via email)
2/21/22	ADA accommodation requests for the written exam due
3/22/22	Written exam administered
3/25/22	Preliminary written exam scores emailed from the Civil Service Department
3/28/22, 3/29/22, 3/30/22, 3/31/22	Written exam item review period (candidates may appeal test items)
4/1/22 & 4/4/22	Written exam item comment period (candidates may make comments on appealed items)
4/6/22	Final written exam scores emailed from the Civil Service Department

APPENDIX A

Source List for 2022 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 General Orders/Code of Conduct

1. Academy Handout “City of Dallas Search and Seizure” (November 2012)
No omissions
2. Dallas Police Department General Orders/Code of Conduct (November 11, 2021)
No omissions

City of Dallas Publications

1. City of Dallas Personnel Rules (2021)
No omissions
2. City of Dallas Code of Ethics (April 2017)
No omissions
3. City of Dallas Municipal Code (April 2021).
ONLY the following chapters:
Chapters: 6, 12B, 14B, 37, 41, 41A, 42A, 48B

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: 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

2. Criminal Investigation, 11th Edition, by Charles R. Swanson, Neil Chamelin, Lenny Territo, and Robert W. Taylor. (Upper Saddle River, NJ: Pearson Prentice-Hall Publishing, 2012) ISBN: 978-0-07-811152-5.
ONLY the following chapters:
Chapter 2
Chapter 3
Chapter 22

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER DECEMBER 22, 2021, WILL NOT BE INCLUDED ON THE EXAMINATION.