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ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF:

**POLICE SENIOR CORPORAL (46016)**

DALLAS POLICE DEPARTMENT

**WRITTEN EXAM**

**TO BE GIVEN ON WEDNESDAY DECEMBER 4, 2024 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 **at least three years, including three as a police officer**, shall be eligible to take the examination for the position of senior corporal (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 **June 4, 2025**, 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, September 4, 2024, until Friday, October 4, 2024.

**You must register no later than 11:59 p.m. on Friday, October 4, 2024, 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 **October 18, 2024**.

## 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.

**Candidates will NOT be allowed to enter the testing room with any electronic or communication devices (including, but not limited to, work-authorized/non-authorized body cameras, cell phones, pagers, laptops, tablets, smartwatches, Bluetooth-enabled devices, etc.). Personal belongings (e.g., study material, large purses, backpacks, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) are also not permitted inside the testing room. 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 Written Examination

This promotional process consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the attached source list (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 October 18, 2024.

## 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 Monday, November 4, 2024.

## Source List Information

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

## Important Dates

<b>Date</b>	<b>Event</b>
<b>Written Exam</b>	
<i>September 4, 2024</i>	Application period opens
<i>October 4, 2024</i>	Application period closes
<i>October 18, 2024</i>	Eligibility for written exam sent from Civil Service Offices
<i>October 18, 2024</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>November 4, 2024</i>	Due date for all ADA accommodation requests for the written exam.
<i>December 4, 2024</i>	Written exam administered
<i>December 9, 2024</i>	Preliminary written exam scores emailed from the Civil Service Office
<i>December 10 - 13, 2024</i>	Written exam item review period (candidates may appeal test items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>December 16 &amp; 17, 2024</i>	Written exam item comment period (candidates may make comments on appealed items) from 9:00 A.M. to 4:00 P.M. at the Civil Service Office.
<i>December 19, 2024</i>	Final written exam scores emailed from the Civil Service Offices.

# APPENDIX A

## Source List for 2024 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, Arrest Search and Seizure – Legal Opinion on Automobile Exception)  
No omissions
2. Dallas Police Department General Orders and Code of Conduct Combined (Revised: August 23, 2024)  
No omissions
3. Dallas Police Department Patrol Bureau Standard Operating Procedures Combined (August 23, 2024)  
No omissions
4. Dallas Police Department Violent Crime Reduction Plan (2021)  
No omissions

### City of Dallas Publications

5. City of Dallas Personnel Rules (December 13, 2023)  
No omissions
6. City of Dallas Code of Ethics (January 2024)  
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 and Traffic Law Manual (2023-2024 Edition). (2023 Blue 360 Media)  
ISBN: 978-1-63729-953-1.  
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 SEPTEMBER 4, 2024, WILL NOT BE INCLUDED ON THE EXAMINATION.**