



ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

POLICE SERGEANT (46011)

DALLAS POLICE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON WEDNESDAY, FEBRUARY 21, 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, TEXAS 75202

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Police Sergeant: Those employees who have **served at least five years** as a **Senior Corporal** shall be eligible to take this examination. (Civil Service Rules – Rule 4, Section 4.3 (a) (4)).

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 **August 21, 2024**, may compete in 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, November 22, 2023, until Friday, December 22, 2023. **You must register no later than 11:59 p.m. on Friday, December 22, 2023, 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 8, 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.

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, backpacks, 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 Sergeant

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). A Written Exam Orientation Manual and video will be sent to you by January 8, 2024. **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 **40%**, and the assessment center will contribute **60%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Police Sergeant Promotional Process – Part II

Part II consists of an 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 March 14, 2024. Additional information will be provided in an Assessment Center Orientation Manual, which will be distributed with the video. Part II of the examination will occur on April 15 and April 16, 2024. 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, January 22, 2024. The final date for ADA accommodation requests for Part II is Thursday, March 21, 2024.

Source List Information

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

Important Dates

Date	Event
Part I: Written Exam	
<i>November 22, 2023</i>	Application period opens
<i>December 22, 2023</i>	Application period closes
<i>January 8, 2024</i>	Eligibility for written exam sent from Civil Service Office
<i>January 8, 2024</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>January 22, 2024</i>	Due date for all ADA accommodation requests for the written exam
<i>February 21, 2024</i>	Written exam administered
<i>February 26, 2024</i>	Preliminary written exam scores emailed from the Civil Service Office
<i>February 27 – March 1, 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>March 4 & 5, 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>March 7, 2024</i>	Final written exam scores emailed from the Civil Service Office
Part II: Assessment Center	
<i>March 14, 2024</i>	The Assessment Center orientation video is posted (link will be sent to candidates via email)
<i>March 21, 2024</i>	ADA accommodation requests for the assessment center due
<i>April 15 & April 16, 2024</i>	Assessment center administration. The final test schedule will be emailed prior to administration.
<i>May 3, 2024</i>	Combined promotional scores posted and emailed to candidates

Source List for
2024 Police Sergeant
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 and Code of Conduct Combined (Revised: 10/19/2023)
No omissions
2. Dallas Police Department Patrol Bureau Standard Operating Procedures Combined (10/19/2023)
No omissions
3. Dallas Police Department Violent Crime Reduction Plan (2021)
No omissions

City of Dallas Publications

4. City of Dallas Personnel Rules (11/12/2022)
No omissions
5. City of Dallas Code of Ethics, Chapter 12A (August 2023)
No omissions
6. Dallas City Charter, Chapters 12, 16, and 23 (February 2015)
No omissions
7. Administrative Directive (AD) 03-03 Driver & Equipment Safety Program (7/28/2023)
No omissions
8. Administrative Directive (AD) 3-31 On-The-Job Injuries (10/1/12)
No omissions
9. Administrative Directive (AD) 3-53 Wage Supplementation Plan (10/1/2012)
No omissions
10. Administrative Directive (AD) 3-72 Family and Medical Leave (5/20/2014)
No omissions

Technical Publications

11. Texas Criminal and Traffic Law 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

12. Evidence-Based Policing: Translating Research into Practice, by Cynthia Lum, Christopher S. Koper. (Oxford University Press, 2017). ISBN: 978-0-19-871994-6

ONLY the following chapters:

Chapters 4-7, 10-12, 14

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER NOVEMBER 22, 2023, WILL NOT BE INCLUDED IN THE EXAMINATION.