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ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF:

**POLICE SERGEANT (46011)**

DALLAS POLICE DEPARTMENT

**PART I – WRITTEN EXAM**

**TO BE GIVEN ON WEDNESDAY, OCTOBER 8, 2025, AT 10:00 A.M.**

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

AT KAY BAILEY HUTCHINSON 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 Sergeant: Police department employees who have **served at least five years as a Senior Corporal** shall be eligible to take the examination for the position of Sergeant. (Civil Service Rules – Rule 4, Section 4.3 (a) (4)).

Those candidates who will meet these eligibility criteria prior to six months following the administration of the examination may compete on the examination but will not be eligible for promotion until they have successfully completed the service requirements for promotion. Therefore, those who will meet the eligibility requirements before **April 8, 2026**, 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>

**Application Window:**

- Application open: Thursday, July 10, 2025
- Application closes: Monday, August 11, 2025 at 11:59pm

**Candidates who fail to submit an application by the deadline will not be permitted to take this examination.**

Upon successful registration through the NEOGOV system, you will receive an automated email confirmation at the address listed on your application. Additionally, on August 18, 2025, you will receive an email notification from the Civil Service Department regarding your eligibility status.

## Candidate Check-in Process

- Check-in Time: Begins at 9:15 a.m.
- Required Identification: A City of Dallas or government-issued photo ID is mandatory for entry into the exam room. Failure to present the required ID before entering the room will result in denial of admission to the examination.
- Prohibited Items:
  - Electronic or communication devices (e.g., body cameras, cell phones, pagers, laptops, tablets, smartwatches, Bluetooth devices).
  - Personal belongings, including study materials, large purses, backpacks, water bottles, and earplugs.
  - Personal writing utensils (all necessary 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. Once the testing process begins, possession of any communication device or other prohibited item 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 Promotional Process - Part I

This promotional process comprises two parts:

1. **Part I: Multiple-Choice Knowledge Exam**
  - Focuses on knowledge areas outlined in **Appendix A** (attached source list).
  - A **Written Exam Orientation Manual** and accompanying **video** will be distributed by August 25, 2025.
  - Candidate questions regarding material in the orientation manual or video must be submitted **in writing** to [civilserviceinfo@dallas.gov](mailto:civilserviceinfo@dallas.gov) by **4:00 p.m. on September 2, 2025**.
  - Candidates **must pass Part I** to proceed to Part II.
2. **Scoring Weights**
  - Part I (Written Exam) contributes **40%** to a candidate's overall promotional score.
  - Part II (Assessment Center) contributes **60%** to a candidate's overall promotional score.
  - These percentages are based on a 2016 job analysis for the position.

## Police Sergeant Promotional Process – Part II

- Assessment Center Orientation:
  - An orientation video will be posted on October 27, 2025.
  - An Assessment Center Orientation Manual will also be provided; all candidate inquiries must be submitted in writing to [civilserviceinfo@dallas.gov](mailto:civilserviceinfo@dallas.gov) by 4:00 p.m. by November 3, 2025.
- Assessment Center Date:
  - Occurs the week of December 1, 2025.
  - Specific details, including exact dates and times, will be provided to qualified candidates once available.
- Review Policy:
  - In accordance with Civil Service Board policies, assessment center test exercises are not subject to review.

## ADA Accommodation Requests

Candidates requiring accommodation under the Americans with Disabilities Act (ADA) for either Part I or Part II must submit a written request to the Civil Service Department at [civilserviceinfo@dallas.gov](mailto:civilserviceinfo@dallas.gov).

- **Deadline for Part I:** Monday, September 8, 2025
- **Deadline for Part II:** Monday, November 3, 2025

## Source List Information

A detailed list of reference materials and sources (Appendix A) is attached for review in preparation for the written examination.

## Important Dates

Date	Event
<b>Part I: Written Exam</b>	
<i>July 10, 2025</i>	Application period opens
<i>August 11, 2025</i>	Application period closes
<i>August 18, 2025</i>	Eligibility for written exam sent from Civil Service Office
<i>August 25, 2025</i>	A written exam orientation video is posted (a link will be sent to candidates via email)
<i>September 8, 2025</i>	Due date for all ADA accommodation requests for the written exam
<i>October 8, 2025</i>	Written exam administered
<i>October 13, 2025</i>	Preliminary written exam scores emailed from Civil Service Offices
<i>October 14-17, 2025</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>October 20-21, 2025</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>October 23, 2025</i>	Final written exam scores emailed from Civil Service Offices.
<b>Part II: Assessment Center</b>	
<i>October 27, 2025</i>	The assessment center orientation video is posted (link will be sent to candidates via email)
<i>November 3, 2025</i>	Due date for all ADA accommodation requests for the assessment center
<i>December 1-5, 2025</i>	Assessment center administration. The final test schedule will be emailed before the test administration.
<i>December 19, 2025</i>	Combined promotional scores posted and emailed to candidates.

# APPENDIX A

## Source List for 2025 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: 04/23/2025)  
*No omissions*
2. Dallas Police Department Patrol Bureau Standard Operating Procedures Combined (Revised: 05/30/2025)  
*No omissions*
3. Dallas Police Department 2021 Violent Crime Reduction Plan  
*No omissions*

### City of Dallas Publications

4. City of Dallas Personnel Rules (12/13/2023)  
*No omissions*
5. City of Dallas Code of Ethics, Chapter 12A (August 2023)  
*No omissions*
6. Dallas City Charter (September 11, 2024)
  - Chapter 12 – Police Department
  - Chapter 16 – Civil Service and Personnel
  - Chapter 23 – Claims for Damage or Injury*No omissions*
7. Administrative Directive (AD) 3-3 Driver & Equipment Safety Program (7/28/23)  
*No omissions*
8. Administrative Directive (AD) 3-31 On-Job Injuries (10/1/2012)  
*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 (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**

12. Seven Pillars of Servant Leadership: Practicing the Wisdom of Leading by Serving, by James W. Sipe and, Don M. Frick. (Paulist Press, 2009) ISBN: 978-0809145607.

*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 JULY 10, 2025, WILL NOT BE INCLUDED IN THE EXAMINATION.**