

**THE CIVIL SERVICE BOARD
ANNOUNCES A PROMOTIONAL EXAMINATION
TO BE GIVEN ON WEDNESDAY, DECEMBER 3, 2008 AT 9:00 A.M.,
(CHECK-IN BEGINS AT 8:30 A.M.)
AT THE DALLAS CONVENTION CENTER, BALLROOM C
FOR THE POSITION OF
POLICE SENIOR CORPORAL**

All persons wishing to take this examination must register via the City of Dallas internet webpage www.dallascityhall.com or the Dallas Police Department intranet webpage. Registration is from Wednesday, September 3, 2008 to Friday, October 31, 2008. Those who fail to register by 11:59 p.m. on October 31, 2008 are ineligible to take this examination.

Promotion to the rank of Senior Corporal is restricted to those employees who have served in the Police Department for three years including two years as a Police Officer. Those candidates who will meet this eligibility criterion 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 service required for promotion. Therefore, those who meet the eligibility requirements on or **before June 2, 2009** may compete on this examination.

NEOGOV PROCESS INFORMATION

A separate document, How to Sign-up for Police Promotional examinations, is provided with this announcement to assist you through the sign-up process on the NEOGOV system.

Once you have filled out and submitted your sign-up application, log back into your NEOGOV user account and check the status of your application. If you have submitted your application correctly, your status should read "Application Received." (Note: If it does not, you may have filled out an application, but you did not submit it! Go to the position title you are interested in and "Apply" using your built application.)

You will receive an email notification (to the email address you designated on your application) within a week of your submission confirming that you have successfully signed up for the promotional. If you do not receive the email, please contact Civil Service between the hours of 8:15 am and 5:15 pm, Monday through Friday at 214-670-5915. (Note: This notification is not a confirmation that you qualify to take the exam. A separate notice will be sent to you regarding the exam.)

If you need any assistance with the sign-up process please call or come by the Civil Service office at City Hall, 1C-South during business hours.

WRITTEN EXAMINATION

The multiple-choice examination will contribute **100%** to a candidate's overall promotional score. The passing point for the examination will be set as described in the EXAMINATION PROCEDURES on the next page.

The examination will be graded, posted, and subject to review and challenge as described in the EXAMINATION PROCEDURES on the next page.

Orientation sessions for the examination will be held on Wednesday, October 1, from 9:30 a.m. to 10:30 a.m., Thursday, October 2, from 2:30 p.m. to 3:30 p.m.; and Friday, October 3, from 10:00 a.m. to 11:00 a.m. at the Civil Service Department Testing Room, 1500 Marilla room 1C-South. Attendance at these sessions is **voluntary**. A video of the written exam orientation session will be available from Monday, October 6, 2008 until Friday, November 7, 2008. Call Eddie Thames at 214-670-3740 to set up an appointment. Topics include: advice on study techniques, style of written examination items (what to expect), test procedures, and commonly asked questions about written examinations.

Any candidate who requires an accommodation in accordance with the Americans with Disabilities Act must make this request for accommodation in writing to the Civil Service Department two months prior to the examination (**DEADLINE: Friday, October 3, 2008**). The request must be supported by medical documentation that states the medical condition at issue, the major life activity or activities affected by the condition, and the specific accommodation(s) requested. If the request is not received within this time period, it will not be considered.

EXAMINATION PROCEDURES:

1. Check-in begins at 8:30 a.m.
2. All candidates must show a valid driver's license or a photo I.D. issued by the City of Dallas.
3. **Personal belongings (including cell phones, pagers, etc.) and study materials are not allowed in the exam room.** Civil Service is not responsible for personal items left outside the testing room.
4. After 9:00 a.m. and once the exam room doors are closed, **NO ONE** will be allowed into the exam room.
5. Two and one-half (2 ½) hours are allowed for this exam.
6. The passing score will be determined in accordance with the policy established by the Civil Service Board:

To establish a passing point which is impartial and fair to all test takers, which reflects the overall difficulty of the examination, and which will not give unfair advantage or disadvantage to any person, a panel of police personnel at or above the rank of Senior Corporal will rate test questions while the exam is in progress. The identity of the panel members will be kept confidential prior to the examination. The ratings collected from this panel will be used by Civil Service staff to establish the minimum passing point.

7. For uniformed promotional examinations consisting of multiple-choice questions, the examination review will be conducted in accordance with the policy established by the Civil Service Board:

Exam papers will be graded as they are completed or as soon as possible at the exam site in the presence of candidates who wish to remain during the grading.

Exam results will be posted on the Civil Service Bulletin Board at 1500 Marilla Street, Room 1C South by 6:00 p.m. on Monday, December 8, 2008. Individual scores will be identified **by name, badge number, and booklet number** on publicly posted lists. Due to the fact that review procedures may necessitate scoring changes, the results must be considered tentative, NOT final.

Each candidate will have the opportunity to inspect a keyed copy of the examination booklet and submit challenges on December 9-12, 2008. Challenges to examination questions must be addressed to the Secretary of the Civil Service Board and submitted in writing at 1500 Marilla Street, Room 1C South, before the end of the review period (see attached calendar). Following submission of challenges or waiver of right to challenge, each candidate may have one inspection of his/her own scored answer sheet and an official test booklet.

On December 15 and 16, 2008, all challenged questions will be available for review in the Civil Service Office at 1500 Marilla Street, Room 1C-South. During this time, other candidates may submit additional comments regarding the challenged questions. All comments during this period must be addressed to the Secretary of the Civil Service Board and submitted in writing at 1500 Marilla Street, 1C South.

During the Challenge/Comment period, personal belongings and study materials (including notes, paper, pencils, etc.) are **not** allowed in the Civil Service examination/review room. All necessary materials needed for this process will be provided by Civil Service. No written materials may be removed from the Civil Service examination/review room.

An appointed three-member Challenge Review Panel will convene on Wednesday, December 17, 2008. This panel will receive, unaltered, all written submissions. After reviewing the challenges and comments, the panel will make a ruling on each question. They can: 1) key two or more choices as correct, 2)

designate as incorrect the answer originally keyed correct, 3) omit from scoring any question deemed faulty, and/or 4) retain the question as is. A faulty question is any question that at least two members of the panel declare defective. When one or more questions are re-keyed or deleted from scoring by the panel, **post-challenge results will be posted by 6:00 p.m. on Thursday, December 18, 2008.**

The panel may request expert opinion from outside sources. The panel will not hear verbal appeals from candidates or receive verbal input from Civil Service staff. The decision of the panel will be final. Appeals to the Civil Service Board may only be made to suggest revisions to this policy for future use.

Any candidate has the right to appear before the Civil Service Board if he/she has concerns about the written examination appeal process.

Selection of Panel Members: Thirty (30) days prior to the examination, the Police and Fire Chiefs and City Attorney will each designate three (3) representatives from their respective departments as potential members. In the case of the Police and Fire departments, the panel members must be at or above the rank (or its equivalent parallel rank) of Deputy Chief. At the conclusion of the nomination period, one panel member from each department will be chosen by Civil Service staff.

8. No information other than what is contained in this notice will be given to any person.

POSTED: September 3, 2008
LAST DAY TO REGISTER FOR THE EXAMINATION:
FRIDAY, October 31, 2008 BY 11:59 P.M.

**City of Dallas
Civil Service Board
Source Book List for
2008 POLICE SENIOR CORPORAL
Promotional Examination**

Blanket Omissions: All Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Indexes, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, Case Studies, Examples, and Captions.

City of Dallas / Dallas Police Department Publications:

1. City of Dallas Personnel Rules (March 2007). All.
2. City of Dallas Code of Ethics (March 2005). All.
3. Dallas Police Department General Orders / Code of Conduct (September 3, 2008). All.
4. Academy Handout “City of Dallas Search and Seizure” (August 2008). All.
5. Academy Handout “City of Dallas Municipal Code” (August 16, 2008). The following chapters **only**:

Chapters 6, 9A, 14, 15-D, 28, 30, 31, 32, 37, 41A, 42A, and 50.

Technical Publications:

1. Texas Criminal and Traffic Law Manual (2007-2008). LexisNexis Law Enforcement Publications. www.lexisnexis.com/bookstore. 1-800-223-1940. **ISBN 1-4224-3410-9.** The following sections **only**:

Transportation Code: Ch. 201, Subchapter K; Ch. 471, all; Ch. 502, Subchapter H; Ch. 521, Subchapters A, B, D, F, I, and S; Ch. 522, Subchapter I; Ch. 541- 601 and 661-663, all; Ch. 724, Subchapter A, B, and C.

Texas Family Code: Title 3: Chapters 51-52

Texas Penal Code: All.

Code of Criminal Procedures: Chapters 1-18, 23, 38, 47, 49, 51, 56, and 57.

2. Practical Criminal Investigation (2000). Manuel S. Pena, Wadsworth / Thomson Learning Co. 5th Edition. ISBN 10-1928916112 (www.ichapters.com). The following chapters **only**:

Chapters 1-5, 8, 10, 12-16.

NOTE: To assure that candidates may adequately prepare for this examination, revisions / amendments / changes to the above mentioned sources that occur on or after **September 3, 2008** will **NOT** be included on the examination.