

2022 CAPTAIN PROMOTIONAL PROCESS Examination Plan

The Department is initiating a promotional process for the rank of Captain. The minimum qualifications are:

Requires three years of experience and permanent status as a sergeant with the Arizona Department of Public Safety. Must have an overall employee performance evaluation rating of at least “Standard” for the last 12 months. Sixty (60) semester hours (or the equivalent quarter hours) from an accredited college or university may substitute for one year of experience. Must successfully complete all phases of the examination process.

The 2022 Captain Promotional Process will consist of the following three phases, having the following weights:

Phase I

Experience and Education	10%
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Phase II

Written Examination	20%
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Phase III

Qualifications Appraisal Process	70%
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The outline for the 2022 Captain Promotional Process is as follows:

Phase I - Application, Education, and Experience:

When submitting their NeoGov (electronic) application for the Captain Promotional Process, applicants will be required to attest to their eligibility. Applicants will also enter information relating to their experience and education.

- An application will be required by those intending to participate in the promotional process.
- All applicants must meet the minimum qualifications by the application deadline.
- Applications must be completed online by **Friday, September 2, 2022, at 11:59 PM.**
- Applications received after the established due date will result in disqualification from the entire process.
- Applicants will complete the application using the Department’s online application system, NeoGov. The application may be found on the DPS internal job opportunities page at: <https://www.governmentjobs.com/careers/azdps/promotionaljobs>
- Applicants will scroll to the bottom of the page to click on the link for 'Captain' to apply, and then click on the 'Apply' link in the top right-hand corner.
- The job history and education portions of the NeoGov application do not need to be completed. Education and Experience for this process will be entered under the supplemental questions section of the NeoGov application.

- Experience is calculated utilizing months of service as a DPS sergeant through September 2, 2022. Human Resources personnel will determine experience scoring based on Human Resources records using the verifiable, total full months of service. A maximum score is achieved at 240 months. Any break-in-service, as defined in LEMSC rules, will not be credited toward the total months calculated. A break-in-service is defined in LEMSC rules as a period of absence from agency service of more than 240 consecutive working hours resulting from an employee's resignation, retirement, suspension, layoff, or leave of absence without pay.
- Education is calculated on a sliding scale, beginning with three college hours and topping out with a Doctorate Degree.
 - Applicants shall select the appropriate number of completed college or university coursework credit hours or the highest degree completed and attained. Any degree listed must be awarded from an institution recognized and accredited by a higher education accrediting organization identified and approved by the United States Department of Education. For audit and verification purposes, a copy of the applicant's diploma or unofficial transcript listing the degree awarded and/or classes completed must be uploaded at the time of application submission.
- Applicants will be required to upload supporting documentation i.e., diploma or, if claiming hours only, an unofficial transcript. Applicants may have uploaded supporting documentation in past applications; however, they are required to do so again.
- The experience and education portion will be weighted at 10% of the total.
 - Of this 10%, education will count as 50% and experience 50%.
- Human Resources will validate the information provided by the applicant.

Phase II - Written Examination:

- Human Resources will administer the Written Examination in Phoenix tentatively on September 27, 2022.
- Late arrivals without a compelling reason will not be allowed to take the test and will be disqualified from the entire process.
- The multiple-choice test will consist of 100 questions.
- Any candidate not receiving a passing score of 70% or better on the written exam will be disqualified from the process.
- The written examination will tentatively be scored the week of October 3, 2022.
- Results of the written examination will be emailed to applicants tentatively the week of October 3, 2022, or as soon as practical thereafter.
- The written examination score will be weighted at 20% of the total.
- Phase II will be followed by a 40-day period to allow for review and challenges pursuant to LEMSC Rule R13-5-305G.
- Candidates with the top 25 combined, standardized scores from Phase I and Phase II that are passing, plus ties, will proceed to the Qualifications Appraisal Process.

Phase III – Qualifications Appraisal Process (QAP):

- Evaluators will be a combination of DPS (captain and above) and other agency personnel holding the rank of lieutenant or above.
- The QAP will be conducted in Phoenix tentatively during the week of November 14, 2022.
- The QAP will consist of an *Operational Assessment* (commanding a mock practical exercise), a *Written Assessment* (written after-action de-brief of the operational exercise), and a *Qualifications Appraisal Board* (traditional question and answer).
- Late arrivals without a compelling reason will not be allowed to participate in the QAP and will be disqualified from the entire process.
- Candidates will be asked to sign an instruction page indicating they have received all the instructions and required materials.
- The QAB and Operational Assessment will be videotaped.
- The QAP will be weighted 70% of the total. Of this 70%:
 - The mock practical exercise will be weighted 50%.
 - The written after-action debrief will be weighted 10%.
 - The qualifications appraisal board will be weighted 40%.
- An overall passing score of 70% on the Qualifications Appraisal Process must be achieved.
- The combined scores of Phase I, Phase II, and Phase III will be used to promulgate the final eligibility list, which will consist of 10 candidates plus ties.
- The list will be effective on the date of promulgation and shall expire within the time specified in LEMSC Rules. There will be no assurance of the number of promotions.

Major Jennifer Borquez will coordinate/chair the overall Captain Promotional Process.

The process development committee members are:

Phase I – Education & Experience

Human Resources

Personnel TBD

Phase II – Written Examination

Captain Eric Anspach – Chair

Captain Dean Chase

Captain Matthew Kunda

Captain Matthew Murray

Phase III – Qualifications Appraisal Process

Practical Mock Exercise Development

Major Zeke Zesiger – Chair

Captain Cary Jones

Captain Robert Phillips

Captain Chad Hinderliter

Qualifications Appraisal Board Development

Major Jennifer Borquez

Captain Robert Brunet

Captain Gunnar Hancock

Captain Joshua Wilhelm

Phase III QAP Evaluators are:

Practical Exercise

Lieutenant Colonel Daven Byrd
Major Jesse Galvez
Captain Jeffrey Sharp
Lieutenant TBD – outside agency, TBD

Qualifications Appraisal Board

Lieutenant Colonel Deston Coleman
Major Walter Mercer
Captain Erik Axlund
Lieutenant Ernie Pena, Phoenix PD

SUGGESTED STUDY MATERIAL INCLUDES: (as of August 15, 2022)

General Orders	ARS Title 28
Law Bulletins	ARS Title 13
DMRs	ARS Title 41 (Chapter 12)
Captain KSAs	Critical Incident Manual
Performance Appraisal Manual	Writing Manual
Complaints and Discipline Manual	EEO Manual
ICS Manual	Crime Scene Investigation Manual, Section A
Math	Spelling and Grammar
Drug-Free Workplace Manual	Grievance Procedure Manual

Articles (can be located on-line):

Julie Downey, “Unified Command at Active Shooter MCIs: Understanding NFPA 3000 recommendations”, Police1 Online
<https://www.police1.com/police-training/articles/unified-command-at-active-shooter-mcis-understanding-nfpa-3000-recommendations-ZvJmlqZsaGZ7X8N/>

Rex M. Scism, “Employee retention: Preventing a “great resignation” in your agency”, Police1 Online
<https://www.police1.com/police-recruiting/articles/employee-retention-preventing-a-great-resignation-in-your-agency-PryVqKSubaaGottL/>

Matt Heins, “Book review: What law enforcement leaders can learn from 'Halsey's Typhoon”, Police1 Online
<https://www.police1.com/chiefs-sheriffs/articles/book-review-what-law-enforcement-leaders-can-learn-from-halseys-typhoon-LJv5vZBak26A06Hs/>

CANDIDATES HAVING A DISABILITY THAT MAY REQUIRE AN ACCOMMODATION SHALL NOTIFY HUMAN RESOURCES IN WRITING BY SEPTEMBER 2, 2022.

Questions concerning the promotional process should be in writing and directed to Major Jennifer Borquez at jborquez@azdps.gov.

TENTATIVE TIMELINE PROPOSAL

E-staff / LEMSC Approval of Plan – **Week of August 15, 2022**

Announcement – **Week of August 15, 2022**

Phase I – NEOGOV Application – Education & Experience Due – **September 2, 2022**

Phase II – Written Examination – **Week of September 26, 2022**

Written Test Scoring – **Week of October 3, 2022**

Written Test Scores Sent to Applicants – **Week of October 3, 2022, or as soon as practical**

Phase III QAP – **Week of November 14, 2022**

Promulgate List – **Week of November 21, 2022**

2022 CAPTAIN PROMOTIONAL PROCESS SCORING

Experience is calculated utilizing months of service as a DPS sergeant.

- Applicants will list the verifiable total full months (round down to the next whole number, i.e., 9.2 = 9; 9.4 = 9; 9.5 = 9; 9.6 = 9; etc.) as a sergeant. If there was a break-in-service, the cumulative time of all such occurrences shall be deducted from the total months calculated. A break-in-service is defined as a period of absence from agency service resulting from an employee's resignation, retirement, suspension, layoff, or leave of absence without pay. No time working for or employed with another law enforcement agency or military may be used. This portion is worth a maximum of 100-points and capped at 20 years. The scoring in this portion is calculated as the number of verifiable months in grade divided by 240, multiplied by 100 points.

Education

- Classes or course work, not leading to an accredited degree, will be scored in a sliding scale as follows:
 - 3-29 credit hours equates to five (5) points
 - 30-39 credit hours equates to ten (10) points
 - 40-49 credit hours equates to fifteen (15) points
 - 50-59 credit hours equates to twenty (20) points
 - 60-69 credit hours equates to twenty-five (25) points/AA Degree
 - 70-79 credit hours equates to thirty (30) points
 - 80-89 credit hours equates to thirty-five (35) points
 - 90-99 credit hours equates to forty (40) points
 - 100-119 credit hours equates to forty-five (45) points
 - 120 or greater credit hours equates to fifty (50) points
 - A Bachelor's Degree is worth sixty-five (65) points
 - Bachelor's plus 6-11 hours toward a Master's equates to seventy (70) points

- Bachelor's plus 12-17 hours toward a Master's equates to seventy-five (75) points
- Bachelor's plus 18-23 hours toward a Masters equates to eighty (80) points
- Bachelor's plus 24+ hours toward a Master's equates to eighty-five (85) points
- Master's Degree equates to ninety (90) points
- Master's Degree with a minimum of fifteen (15) doctorate level credit hours toward a Doctorate Degree equates to ninety-five (95) points
- Doctorate Degree is worth 100 points.

LEMSC Rule 13-5-302.F states:

Human Resources shall apply standardized scoring to a multi-phased examination when the number of competitors is five or more.

LEMSC definition: "Standardized scoring," means a statistical method used to ensure that the various components of a multi-phased examination receive their proper weights.

The Department will utilize the Z-Score to fulfill the LEMSC requirements for Standardized scoring.

The formula for calculating the Z-Score is:

Calculating the Standard Score (Z-Score)

$$\text{Standard Score, } z = \frac{X - \mu}{\sigma}$$

TERMS:

μ = mean (pronounced 'mu')

X = score

σ = standard deviation (pronounced 'sigma')

The Z-Score for Phase I (Education and Experience) will be multiplied by its assigned weight. The Z-Score for Phase II (Written Examination) will be multiplied by its assigned weight. The (weighted) Z-Scores will be added and the top 25 candidates will proceed to the Assessment Center.

The Z-Score for Phase III (Assessment Center) will be multiplied by its assigned weight and it will be added to the (weighted) Z-Scores for Phase I and Phase II for a final cumulative score.