

2024 SERGEANT PROMOTIONAL PROCESS EXAMINATION PLAN

The 2024 Sergeant Promotional Examination will consist of the following three phases and weights:

Phase I

Experience/ Education/ Specialty Training 20%

Phase II

Written Examination 25%

Phase III

Qualifications Appraisal Process 55%

The outline for the 2024 Sergeant Promotional Process is as follows:

Phase I - Application, Education and Experience, and STEM

When submitting their NeoGov (electronic) application for the Sergeant 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 **March 1, 2024, at 11:59 PM**.
- Applicants will complete the application using the Department's on-line 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 'Sergeant' to apply and then click on the 'Apply' link in the top right-hand corner.
- Applicants will complete the attached Specialty Training Evaluation Matrix (STEM) and attach it to their application.
- The job history and education portions of the NeoGov application do not need to be completed. **Candidates are required to upload education transcripts for this process, even if the NeoGov system has prior records on file.**
- Experience is calculated utilizing months of service as a DPS Trooper through **March 1, 2024**. Human Resources personnel will determine experience scoring based on Human Resources records using verifiable total full months of service. A maximum score is achieved at 240 months.
- Education is calculated on a scale, beginning with 60 college credit hours and topping out with a master's degree, for a maximum of 100 points possible.
 - 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, even if the NeoGov system has prior records on file.

- Applicants will be required to upload supporting documentation i.e., a diploma or, if claiming hours only, an unofficial transcript.
- The Specialty Training Evaluation Matrix (STEM) format will be provided to applicants at the time of application. Applicants will complete the STEM, sign the Certificate of Verification, and attach the required documentation. The packet will be uploaded to the applicant's NeoGov application.
- The experience, education, and specialty training portion will count as 20% of the total.
 - Of this 20%, education will count as 20%, experience 30%, specialty training 50%.
- The Education and Experience information provided by the applicant will be validated by Human Resources and the process chairperson. Information provided by the applicant on their STEM will be validated by the STEM Committee.

Phase II - Written Examination

- Human Resources **may** administer the written examination in Flagstaff, Tucson, and Phoenix the week of **March 18, 2024**.
- Late arrivals, without a compelling reason, will not be allowed to take the test and will be disqualified from the entire process.
- Any candidate not receiving a passing score of 70% or better on the written exam will be disqualified from the process.
- The written examination score will be weighted at 25%.
- **After completion of Phase I and Phase II, the top 35 candidates, plus ties, will proceed to the Qualifications Appraisal Process.**
- Written examination scores will be emailed to each candidate as soon as practical. An alphabetically sorted list will be posted on the Portal of those candidates moving to Phase III.
- Following Phase I and Phase II, there will be a minimum of 20 days to allow for review and challenges pursuant to LEMSC rule R13-5-305G.

Phase III - Qualifications Appraisal Process (QAP)

- The QAP will consist of a Qualifications Appraisal Board (QAB), a written exercise, and an operational exercise.
- 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 exercise will be video recorded.
- The QAP will be weighted 55%.

- Of this 55%, the QAB will be 45%, the operational exercise will be 45%, and the written exercise will be 10%.
- QAB (45%)
 - A passing score of 70% on the Qualifications Appraisal Board must be achieved.
- Operational Exercise (45%)
 - A passing score of 70% on the operational exercise must be achieved.
- Written Exercise (10%)
- The QAP will tentatively be held the week of **April 29, 2024**.
- The combined scores of education, experience, specialty training, the written examination, and the Qualifications Appraisal Process will be used to promulgate the final promotional eligibility list.

The top twenty (25) scoring candidates, plus ties, achieving passing scores on the Qualifications Appraisal Process will be placed on an eligibility list in accordance with LEMSC Rules. The list will be effective on the date of promulgation and shall expire within the time specified in the LEMSC Rules. There will be no assurance of the number of promotions.

Major Ezekiel Zesiger will oversee the 2024 Sergeant Promotional Process.

Working groups have been designated as follows:

Written Examination

Captain Cary Jones
 Sergeant Andrew Reed
 Sergeant Justin Fyfe
 Sergeant Ryan Donelson
 Sergeant Brad Kudler
 Sergeant Jeff Rodecap

Specialty Training Evaluation Matrix

Major Ezekiel Zesiger
 Captain Cary Jones
 Captain Josh Wilhelm
 Captain Eddie Rogers
 Captain Jeff Sharp

QAP Composition

Captain Josh Wilhelm
 Sergeant Stuart McGuffin
 Sergeant Cody Mullenau
 Sergeant Steven Kafton
 Sergeant Charles Galarneau

QAB Administration

Captain Eddie Rogers

Sergeant Kenneth Ellis
Sergeant Braxton Luttrell
Sergeant Brian Turner
External Agency Sergeant Alfredo (Freddie) Jimenez (Tempe Police Department)

Operational Assessment

Captain Jeff Sharp
Sergeant Jason Lord
Sergeant Brad Elliott
Sergeant Chris Nelson
Sergeant Arnie Stoltz
Sergeant Dan Williams

SUGGESTED STUDY MATERIAL INCLUDES: (as of March 1, 2024)

General Orders
Title 13 (Chapters 1, 10, 24, 29, 38 – Article 8, 40)
Law Bulletins (2005 – Present) [OB]
Title 41 (Chapter 12)
DMRs
Critical Incident Manual
Sergeant KSAs
Writing Manual
Field Force Operations Manual
Grievance Procedure Manual
Highway Operations Manual
Field Video and Audio Program Manual
Uniform Manual
Performance Appraisal Manual
EEO Manual
Complaints and Discipline Manual
Crime Scene Investigation Manual, Section A
ICS Manual
Drug-Free Workplace Manual
Spelling and Grammar
Title 28 (Chapter 4, Chapter 8-Article 9)
LEMSC Rules

Questions concerning the promotional process should be directed to Major Ezekiel Zesiger at 928-812-5198 or ezesiger@azdps.gov.

2024 SERGEANT PROMOTIONAL PROCESS

TENTATIVE EXAMINATION TIMELINE

- Senior Staff / LEMSC review and approval of Test Plan: Week of January 5, 2024
- Promotional process announcement: Week of February 5, 2024
- Phase I – NEOGOV Application due: March 1, 2024
- Phase II – Written Examination: Week of March 18, 2024
- Written Examination scoring, applicant notification: Week of March 25, 2024
- Phase III – Qualifications Appraisal Process: Week of April 29, 2024
- List Promulgation: Week of May 6, 2024

2024 SERGEANT PROMOTIONAL PROCESS SCORING

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

- Applicants will receive credit for verifiable total full months (rounded down to the next whole number, i.e., 9.2 = 9; 9.4 = 9; 9.5 = 9; 9.6 = 9; etc.) as a trooper. 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 is capped at 20 years. The scoring in this portion is calculated as the number of verifiable months in grade divided by 240 (the maximum number of months scored), then multiplied by 100 to obtain the percentage score.

Education

Classes or coursework, either leading to or not to an accredited degree, will be scored on a scale as follows:

- No credit for 0-59 credit hours.
- 60 or more credit hours equates to 25 points/AA Degree
- 120 or greater credit hours equates to 50 points/not earning a Bachelor's Degree
- A Bachelor's Degree is worth 75 points
- Master's Degree or higher equates to 100 points

STEM

- Applicants will receive credit for verifiable training courses and instructor certification.
- In Section I, Specialty Training, there will be a maximum of four (4) items, and candidates will receive twenty-five (25) points for each area they are certified in. The maximum number of points earned in this section is 100. This section is worth 30% of the STEM total.
- In Section II, Specialty Instructor Training, there will be a maximum of ten (10) items, and candidates will receive one (1) point for each full year they were certified in each area. The maximum number of points earned in this section is 100. This section is worth 40% of the STEM total.
- In Section III, Supervision, Management, and Leadership Development, there will be a maximum of five (5) courses listed. Points will be calculated based on hours of instruction for the respective course. Candidates will receive one (1) point for every ten (10) hours of classroom instruction for each course. The maximum number of points earned in this section is 100. This section is worth 30% of the STEM total.

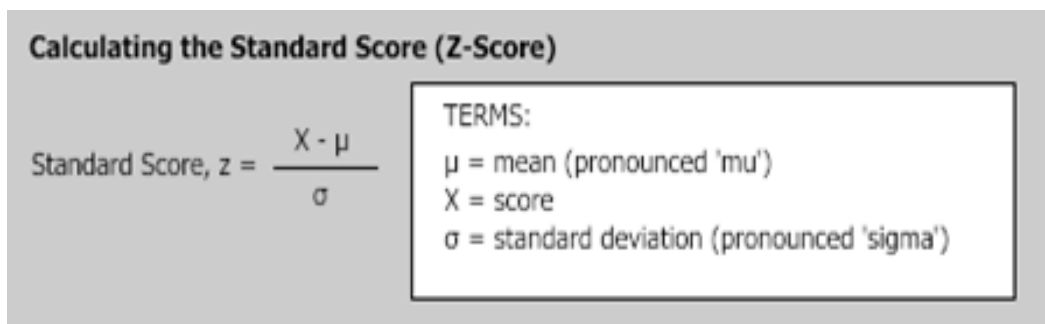
LEMSC Rule 13-5-302.F states:

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, Experience, Specialty Training) 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 35 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.