

2017 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 2017 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

Assessment Center	70%
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The outline for the 2017 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 and submitted to Human Resources by close of business (5:00 PM) on Friday, March 31, 2017.
- Applications received after the close of business of the established due date will result in disqualification from the entire process.
- 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 '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 March 31, 2017. 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 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 unofficial transcript if claiming hours.
- 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 during the week of April 17, 2017.
- 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 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 40 combined, standardized scores from Phase I and a passing score on Phase II, plus ties, will proceed to the Assessment Center.

Phase III – Assessment Center:

- Evaluators will be a combination of DPS (captain and above) and other agency personnel holding the rank of lieutenant or above.
- The Assessment Center will be conducted in Phoenix tentatively during the week of June 5, 2017.

- The Assessment Center will consist of an *operational assessment* (commanding a mock practical exercise), a *written assessment* (written after-action de-brief of the operational exercise), an *oral presentation* (oral after-action de-brief of the operational exercise), and a second *oral presentation* (presentation of a 28-day review.)
- Late arrivals without a compelling reason will not be allowed to participate in the Assessment Center 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 Assessment Center will be videotaped.
- The Assessment Center 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 oral after-action debrief will be weighted 10%.
 - The 28-day review will be weighted 30%.
- An overall passing score of 70% on the Assessment Center must be achieved.
- The combined scores of Phase I, Phase II, and Phase III will be used to promulgate the final eligibility list.
- 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 Jack Johnson will coordinate/chair the overall Captain Promotional Process.

The committees are as follows:

Phase I – Education & Experience

Human Resources
Personnel TBD

Phase II – Written Examination

Major Walter Mercer – Chair
Captain Jason Yeager
Captain Jesse Galvez
Captain Mike Prochko

Phase III – Assessment Center

Practical Mock Exercise

Major Ray Butler – Chair
Captain Chris Hemmen
Captain Robert Smart
Captain Stephen Harrison

After-action / 28-day Review

Major Deston Coleman
Captain Dean Chase
Captain Jennifer Borquez
Captain Stephen Robson

Evaluators

Lieutenant Colonel Ken Hunter
DPS Major John Philpot
DPS Captain Todd Smith
Other Agency Commander TBD

Evaluators

Lieutenant Colonel Danny Lugo
DPS Major James McGuffin
DPS Captain Jamie Clark
Other Agency Commander TBD

SUGGESTED STUDY MATERIAL INCLUDES: (as of March 3, 2017)

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

There will be **NO additional study material added*

CANDIDATES HAVING A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION, SHALL NOTIFY HUMAN RESOURCES IN WRITING BY MARCH 31, 2017.

Questions concerning the promotional process should be in writing and directed to Major Jack Johnson at JJohnsonjr@azdps.gov.

TENTATIVE TIMELINE PROPOSAL

E-staff / LEMSC Approval of Plan – **March 3, 2017**

Announcement – **March 3, 2017**

Phase I - NEOGOV Application – Education & Experience Due – **March 31, 2017**

Phase II - Written Examination – **Week of April 17, 2017**

Written Test Scoring – **Week of April 17, 2017**

Written Test Scores Mailed to Applicants – **TBD**

Challenge Period (40 Days) – **Ends May 31, 2017**

Phase III – **Week of June 5, 2017**

Promulgate List – **June 23, 2017**

2017 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 towards a Master's equates to seventy (70) points
 - Bachelor's plus 12-17 hours towards a Master's equates to seventy-five (75) points
 - Bachelor's plus 18-23 hours towards a Masters equates to eighty (80) points
 - Bachelor's plus 24+ hours towards a Masters 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 towards 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 percentage scoring to fulfill the LEMSC requirements for Standardized scoring.

Percentages Scoring

$(\text{Education} \times 50\%) + (\text{Experience} \times 50\%) = (\text{total}) \times 10\% = \text{Education and experience weighted score (100 points possible)}$

$(\text{Score received on written exam}) \times 20\% = \text{Written exam weighted score (100 points possible)}$

$(\text{Practical score} \times 50\%) + (\text{Written debrief score} \times 10\%) + (\text{Oral score} \times 10\%) + (\text{28-day review score} \times 30\%) = (\text{total}) \times 70\% = \text{QAP weighted score (100 points possible)}$

$(\text{Weighted education and experience score}) + (\text{weighted written score}) + (\text{weighted QAP score}) = \text{Final Cumulative Score. (100 points possible)}$