

2024 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 2024 Captain Promotional Process will consist of the following three phases, having the following weights:

Phase I	
Experience and Education	10%
Phase II	
Written Examination	20%
Phase III	
Qualifications Appraisal Process	70%

The outline for the 2024 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, July 19, 2024, 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 July 19, 2024. 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 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 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. It is the responsibility of each candidate to ensure any supporting documents are uploaded properly into NeoGov by the specified deadline.
- 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 August 14, 2024.
- 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 August 19, 2024.
- Results of the written examination will be emailed to applicants tentatively the week of August 19, 2024, or as soon as practical thereafter.
- The written examination score will be weighted at 20% of the total.
- Following Phase II, there will be a minimum of 20 days 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 September 9, 2024.
- The QAP will consist of an *Operational Assessment* (commanding a mock practical exercise), a *Written Assessment*, 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 recorded.
- 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 John Seeley 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

Capt. Robert Brunet – Chair

Capt. Dave Stopke

Capt. Todd Pattee

Capt. David Cates

Phase III – Qualifications Appraisal Process

Practical Mock Exercise Development

Major Frank Griego – Chair

Captain Cary Jones

Captain Kirk Philips

Captain Jeff Webb

Qualifications Appraisal Board Development

Major Jack Johnson Jr. – Chair

Captain Jeff Sharp

Captain Josh Wilhelm

Captain Dean Chase

Phase III QAP Evaluators are:

Practical Exercise

Major William Beck – Chair

Captain Brandon Powell

Captain Diana Mondragon

Lieutenant TBD – outside agency

Qualifications Appraisal Board

Major Warren Simpson – Chair

Captain Felipe Solis

Lieutenant TBD – outside agency

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

General Orders

Law Bulletins

DMRs

Captain KSAs

Math

ARS Title 28

ARS Title 13

ARS Title 41 (Chapter 12)

DPS Manuals

Spelling and Grammar

LEMSC Rules

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-ZvJMIqLZsaGZ7X8N/>

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-PryVqKSubaaGOtL/>

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 JULY 19, 2024.

Questions concerning the promotional process should be in writing and directed to Major John Seeley at JSeeley@azdps.gov.

TENTATIVE TIMELINE PROPOSAL

E-staff / LEMSC Approval of Plan – **Week of July 1, 2024**

Announcement – **Week of July 1, 2024**

Phase I – NEOGOV Application – Education & Experience Due – **July 19, 2024**

Phase II – Written Examination – **Week of August 12, 2024**

Written Test Scoring – **Week of August 19, 2024**

Written Test Scores Sent to Applicants – **Week of August 19, 2024, or as soon as practical.**

Phase III QAP – **Week of September 9, 2024**

Promulgate List – **Week of September 16, 2024**

2024 CAPTAIN PROMOTIONAL PROCESS SCORING

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

- Applicants will receive credit for 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 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

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 Phase III (QAP).

The Z-Score for Phase III (QAP) 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.