

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 at the time the degree was obtained. 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 **April 14, 2025**.
- 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 **June 2, 2025**.
- 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-five (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 Chris Hemmen will oversee the 2025 Sergeant Promotional Process.

Working groups have been designated as follows:

Written Examination

Captain Jesus Gastelum
 Sergeant Kameron Lee
 Sergeant Aaron Azbill
 Sergeant Steven Sekrecki
 Sergeant David Duran
 Sergeant Jason Davis

Specialty Training Evaluation Matrix (STEM)

Major Chris Hemmen
 Captain Jesus Gastelum
 Captain Chad Hinderliter
 Captain Matt Kunda
 Captain Robert Brunet
 Captain Matt Murray

Qualifications Appraisal Process (QAP) Composition

Captain Matt Murray
 Sergeant Stuart McGuffin
 Sergeant Jason Christie
 Sergeant Ryan Reeves
 Sergeant Jason Lenhardt
 Sergeant Brad Kudler

Qualifications Appraisal Board (QAB) Composition

Captain Chad Hinderliter
Sergeant Cole Corwin
Sergeant Jarrod Lamps
Sergeant Kyle Creager
Sergeant Lawrence Arden
Sergeant Russell Bocks

Qualifications Appraisal Board (QAB) Administration

Captain Robert Brunet
Sergeant Darren Holweger
Sergeant D. J. Felan
Sergeant Michael Hawkins
Glendale PD Sergeant Cody Henderson

Operational Exercise Administration

Captain Matt Kunda
Sergeant Jared Kramer
Sergeant Neal Peden
Sergeant Ryan Allen
Sergeant Sherman Cobb
Sergeant Michael White

SUGGESTED STUDY AND READING MATERIAL INCLUDES: (as of March 21, 2025)

[The Expert Trap: Protecting Police from Unreasonable Expectations - Force Science](#)

[Perspective: The Impact of Life Experiences on Police Officers — LEB](#)

General Orders

Title 13 (Chapters 1, 10, 24, 29, 38 – Article 8, 40)

Law Bulletins (2005 – Present) ^[OBJ]

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 – A Guide for Law Enforcement, Section A

Incident Command System (ICS) Manual

Drug-Free Workplace Manual

Spelling and Grammar

Title 28 (Chapter 4, Chapter 8-Article 9)

Law Enforcement Merit System Council (LEMSC) Rules

Questions concerning the promotional process should be directed to Major Chris Hemmen at 602-430-5598 or chemmen@azdps.gov.

2025 SERGEANT PROMOTIONAL PROCESS

TENTATIVE EXAMINATION TIMELINE

- Senior Staff /LEMSC review and approval of Test Plan: Week of January 27, 2025
- Promotional process announcement: Week of February 3, 2025
- Phase I – NEOGOV Application due: March 21, 2025
- Phase II – Written Examination: Week of April 14, 2025
- Written Examination scoring, applicant notification: Week of April 21, 2025
- Phase III – Qualifications Appraisal Process: Week of June 2, 2025
- List Promulgation: Week of June 9, 2025

2025 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
- A 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 final Z-Score is:

Standard deviation for the sample (STDEV.S)

$$\text{Sample Standard Deviation: } s = \sqrt{\frac{\sum_{i=1}^n (x - \bar{x})^2}{n - 1}}$$

Each phase of the examination will be scaled to its approved value.

Phase I (Education, Experience, Specialty Training) will be multiplied by its assigned weight. (Applicant passing score *.2)

Phase II (Written Examination) will be multiplied by its assigned weight. (Applicant passing score *.25) After Phase I and II, the top 35 candidates will proceed to the Assessment Center.

Phase III (Assessment Center) will be multiplied by its assigned weight. (Applicant passing score *.55)

The Z-score calculation will be applied to the applicants who completed all three phases of the examination.