

## 15 CMR: MASSACHUSETTS STATE POLICE

### 515 CMR 10.00: PROMOTIONAL PROCESS FOR RANK OF CAPTAIN

#### Section

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#### 10.01: Purpose and Scope

- (1) Purpose. The purpose of 515 CMR 10.00 is to establish a process for promotion to the rank of Captain.
- (2) Scope. 515 CMR 10.00 applies to all Detective Lieutenants and Lieutenants, as defined by M.G.L. c. 22C, § 26A and Article 4 of the Massachusetts State Police Rules and Regulations, who seek promotion to the rank of Captain.

#### 10.02: Definitions

##### Assessment Examination

A structured testing methodology, validated by a certified organizational psychologist, that uses job-related scenarios and exercises to assess a member's knowledge, skills and abilities for a specific rank in the Department.

##### Eligible Member

A member of the Department with at least 2 cumulative years of service in the title of Lieutenant or Detective Lieutenant before the final date for the filing of applications for the promotional examination, and with at least 15 years of service as a uniformed member before the final date for the filing of applications for the promotional examination.

##### Hybrid Examination

A promotional testing process utilizing both a written examination and an assessment examination.

##### Longevity Value

The value granted for a member's length of service with the Department that results from the following calculation: For each full month of service at the Department since enlisting at the State Police Academy, 0.166 % per month, with a minimum of 5.00% (180 months or 15 years of service) and a maximum of 15.00% (240 months or 20 years of service), computed as of the final date for the filing of applications for promotion to the title of Captain. In order for the longevity value to apply a member must pass all components of the promotional examination. For the purposes of longevity only, a member's time at the State Police Academy shall be factored into the longevity calculation.

(As an example, if a member has 17 years and 6 months of service (i.e., 210 months) they will be awarded a longevity value of 10%.)

### Member

A sworn member of the Department who has been appointed under the provisions of M.G.L. c. 22C, § 10, and who shall have police powers after having completed the State Police Academy pursuant to M.G.L. c. 22C, § 20.

### Promotional Record Brief

A detailed summary of a member's work history inside and outside of the Department, level of education, training or professional development, skills, certifications, professional achievements, military service, volunteer experience, and any disciplinary infractions, submitted by the member as part of the promotional process.

### Promotional Selection Committee

A committee composed of at least three commissioned officers who serve in the rank of Major or above, who shall make recommendations to the Colonel regarding promotions of eligible members to the rank of Captain.

### Specialized Position

A position of Captain within one of the Department's six Divisions which, in the determination of the Colonel, requires specialized knowledge, expertise, and skills. The Colonel shall publish and regularly update through a Department Superintendent's Memorandum a written list of Specialized Positions.

### Written Examination

A written test validated by a certified organizational psychologist, designed to assess a member's job-related knowledge for the rank of Captain.

## 10.03: Notification and Registration

- (1) The Colonel shall prepare and publish a notice in the orders of the Department no later than 30 days prior to the final date for filing of applications for a promotional examination detailing the process for submitting an application to sign up for the promotional examination and indicating whether the examination will be an assessment examination, a written examination, or a combination of both. The examination shall be held no less than 30 days after the final date for filing of the applications.
- (2) Eligible members shall submit a promotional record brief at the time of registration for the promotional examination, which registration process shall be determined by the Division of Administrative Services.

## 10.04 Scoring

- (1) Written Examination Only. If only a written examination is utilized, the passing score shall be determined and validated by an organizational psychologist.
  - a. Promotional Score. A member's overall promotional score shall comprise the written examination score, which shall be weighted at 85%, and a member's longevity value, which shall be weighted at 15% and applied only after a member has received at least a passing score. For a member who is a veteran and who has received at least a passing score on the written examination, the member's total score on the written examination shall be increased by 2 percentage points.

(2) Assessment Examination Only. If only an assessment examination is utilized, the passing score shall be determined and validated by an organizational psychologist.

a. Promotional Score. A member's overall promotional score shall comprise the assessment examination score, which shall be weighted at 85%, and a member's longevity value, which shall be weighted at 15%.

(3) Hybrid Examination. If there is both a written examination and assessment examination, the member must pass the written examination in order to participate in the assessment examination. The member must then pass the assessment examination. The passing score on each part (written and assessment) shall be determined and validated by an organizational psychologist.

a. Promotional Score. The weighing of the written and assessment scores shall be determined and validated by an organizational psychologist. The member's overall promotional score shall comprise the combined written examination and assessment examination scores together weighted at 85% and a member's longevity value weighted at 15%. For a member who is a veteran and who has received at least a passing score on the written examination, the member's total score on the written examination shall be increased by 2 percentage points.

#### 10.05: Appeals

The Department's Rules and Regulations shall provide an appeals process for the promotional examination. Appeals from assessment examinations, written examinations, and hybrid examinations shall be conducted pursuant to the appeals process.

#### 10.06: Selection Process

- (1) The Colonel shall assemble a Promotional Selection Committee, which shall present for the Colonel's consideration a minimum of three members for each available position.

The Promotional Selection Committee may present any number of members for the Colonel's consideration for each available Specialized Position, which members may be considered if their training and experience is relevant and appropriate to the Specialized Position.

- (2) To be eligible for promotion all members under active investigation for violating the Department's Rules and Regulations shall be subject to a thorough independent departmental review as defined by the Colonel pursuant to General Orders of the Department. If, after the conclusion of the review, it is determined that no allegations that resulted in the active investigation warrant a promotional bypass, then the member shall continue to be eligible for promotion. If the Colonel bypasses a member under this subsection, and the candidate is subsequently determined to be in good standing with the Massachusetts Police Office Standards and Training (POST) Commission and has satisfied any Department disciplinary requirements, the member shall be eligible for consideration as provided for in this section.
- (3) When evaluating candidates for promotion to the rank of Captain, the Colonel shall consider the recommendations from the Promotional Selection Committee, the member's promotional record brief, and the member's demonstration of leadership attributes, employment history inside and outside of the department, disciplinary history, professional development, and other

criteria the Colonel reasonably concludes, in consultation with the Committee, are related to the performance of the job of Captain.

AUTHORITY:

M.G.L. c. 22C, § 26A.