

515 CMR 11.00: PROMOTIONAL PROCESS FOR RANKS OF LIEUTENANT AND SERGEANT

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11.01: Purpose and Scope

- (1) Purpose. The purpose of 515 CMR 11.00 is to establish a process for promotion to the ranks of Lieutenant and Sergeant.
- (2) Scope. 515 CMR 11.00 applies to all Sergeants and Troopers, as defined by M.G.L. c. 22C, § 26 and Article 4 of the Massachusetts State Police Rules and Regulations, who seek promotion to the rank of Lieutenant or Sergeant.

11.02: 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) For Lieutenant: A member who has completed at least eight years of service as a uniformed member of the Department and at least one full year of service in the title of Sergeant prior to the final date to file applications for the promotional examination for the rank of Lieutenant.
- (b) For Sergeant: A member who has completed at least five years of service as a uniformed member of the Department before the final date for the filing of applications for the promotional examination for the rank of Sergeant.

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

Longevity Value.

- (a) For the rank of Lieutenant, the value granted for a member's length of service with the Department starting with the 97<sup>th</sup> full month of service since enlistment in the State Police Academy and ending with the last full month of service prior to the deadline for filing applications for the promotional examination for the rank of Lieutenant. A member's longevity value for the rank of Lieutenant is determined by the following calculation: Beginning with the 97<sup>th</sup> full month of service since enlistment in the State Police Academy, 0.156% per month up through 192 months, (*i.e.*, 0% is awarded for eight years of service and the maximum 15% is awarded for 18 years of service). 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 13 years and six months of service (*i.e.*, 162 months) they will be awarded a longevity value of 10.30%.)

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(b) For the rank of Sergeant, the value granted for a member's length of service with the Department starting with the 61<sup>st</sup> full month of service since enlistment in the State Police Academy and ending with the last full month of service prior to the deadline for filing applications for the promotional examination for the rank of Sergeant. A member's longevity value for the rank of Sergeant is determined by the following calculation: Beginning with the 61<sup>st</sup> full month of service since enlistment in the State Police Academy, 0.156% per month up through 156 months, (*i.e.*, 0% is awarded for five years of service and the maximum 15% is awarded for 13 years of service). 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 ten years and six months of service (*i.e.*, 126 months) they will be awarded a longevity value of 10.30%.)

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 Captain or above, who shall make recommendations to the Colonel regarding promotions of eligible members to the rank of Lieutenant or Sergeant.

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

11.03: 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 eligible members to submit an application to register for the promotional examination and indicating whether the examination will be a written examination or a hybrid examination. The examination shall be held no less than 30 days after the final date for filing of the applications.

(2) The registration process shall be determined by the Division of Administrative Services.

11.04: Scoring

(1) Written Examination Only. If only a written examination is utilized, the passing score shall be determined and validated by an organizational psychologist.

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 two percentage points.

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

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Promotional Score. The weighting 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 two percentage points.

11.05: Appeals

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

11.06: Selection Process

(1) The Colonel may appoint a Promotional Selection Committee, which shall present for the Colonel's consideration a minimum of three members for each available position. If convened, the Colonel shall consider the recommendations from the Promotional Selection Committee, as well as the member's promotional record brief if required, the member's demonstration of leadership attributes, employment history inside and outside of the department, disciplinary history including any allegations of misconduct and pending investigations, professional development, and other criteria the Colonel reasonably concludes, in consultation with the Committee, are related to the performance of the job of Lieutenant or Sergeant.

(2) A member shall not be eligible for promotion if the member is under active investigation for violating the Department's Rules and Regulations for serious misconduct as defined by Department General Order ADM-15 – Office of Professional Integrity and Accountability Investigations unless the Colonel exercises their discretion and determines that the member should be eligible for promotion notwithstanding the active investigation. If the Colonel makes such a determination, the Colonel shall document in a written memorandum the reasons for that determination, which shall become part of a file maintained by the Office of the Superintendent. Otherwise, a member shall be eligible for consideration for promotion once an investigation into allegations of serious misconduct is formally closed, the member is subsequently determined to be in good standing with the Massachusetts Police Office Standards and Training (POST) Commission, and the member has satisfied any Department disciplinary requirements. If the investigation into allegations of serious misconduct results in a finding of "Unfounded" or "Exonerated" and the member is subsequently promoted, the promotion and pay grade will be retroactive to the date they should have been promoted had the underlying allegations not been made.

## REGULATORY AUTHORITY:

515 CMR 11.00: M.G.L. c. 22C, § 26.