

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number HMR-031
	Subject Police/MCI - Senior/Master Program	
	Special Instructions Replaces HMR-031 dated February 16, 2011	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for eligibility of applicable employees to senior and master designation.

II. POLICY

All police employees (Troopers and Capitol Police Section Officers) and Motor Carrier Inspectors (MCI) with the proper years of service are eligible for senior/master designation. The senior/master designations are not promotions and shall only be effective upon approval of the Superintendent.

III. PROCEDURE

A. Eligibility:

1. Applicable employees completing ten (10) years of service shall be considered for senior designation.
2. Applicable employees completing five (5) years of service with senior designation shall be considered for master designation.
3. An employee who holds a rank above Trooper, CPS Officer, or MCI who has never been considered for senior/master designation prior to promotion, and is then demoted to an applicable rank, voluntarily or involuntarily, shall be awarded the senior/master designation commensurate with years of service within that designation.

B. The Human Resources Division shall provide the Superintendent a list of all employees eligible to be considered for senior/master designation 60 days prior to the dates described in Sections A. 1 and 2 of this procedure.

C. Notifications.

1. The Human Resources Division shall provide written notification to the appropriate Commanders of employees approved or denied for senior/master designation.
2. Applicable Commanders shall personally notify employees who are both approved and denied for senior/master designation.
3. Applicable Commanders shall use this opportunity to acknowledge meritorious service of those approved and counseling of those denied.

4. Personnel who are denied senior/master designation shall:

a. Be notified, in writing, by the applicable Commander what improvements must be made in order to be approved;

b. Acknowledge receipt of written notification by signature and date of receipt. Applicable Commanders shall forward signed notifications, through channels, to the Human Resources Division for inclusion in the appropriate personnel file; and

c. Shall be reevaluated and reconsidered after one (1) year.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.