



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Competitive Promotions - Troopers

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.01 Purpose

To establish a competitive process by which troopers may be promoted to certain ranks.

.02 Policy

The MSP will maintain a structured promotional process that validly and reliably selects the best candidates for promotion using job-related criteria.

.03 Definitions

BUSINESS NEED: a formula that is used to calculate the potential number of candidates who will be promoted to each rank during a biennial promotional cycle; the business need determines the number of candidates for each promotional rank who may continue in the promotional process after the written examination.

CANDIDATE: a candidate for promotion; a trooper who meets the minimum eligibility requirements to allow them to participate in the promotional process.

MOST RECENT YEAR: refers to two performance appraisals in a cycle (January through December or July through June), the last of which ended closest to the current date.

MSP PROMOTIONAL MATERIALS: any item that is being used in the *current* promotional process and is produced or owned by the MSP; the term does not include questions from *prior* written examinations or information contained in promotional packets from *prior* promotional cycles that has been released by the Office of Promotional Testing (OPT).

.04 References

[MD. CODE ANN., PUB. SAFETY § 2-404.](#)

[COMAR 12.04.01.13.](#)

.05 CALEA Standards

LE: 34.1.1 34.1.2 34.1.3
34.1.4 34.1.5 34.1.6
34.1.7

TA: N/A

CM: N/A

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.06 Procedures

A. Affected Ranks and Eligibility

1. This directive applies to those troopers who are seeking promotion to the ranks of corporal, sergeant, first or detective sergeant, lieutenant or captain.
2. Appointments to the ranks of major, lieutenant colonel and Deputy Superintendent are governed by statute and are not included in the competitive promotional process.
3. To be eligible to participate in the promotional process, a trooper must:
 - a. hold the permanent rank of trooper first class, senior trooper, master trooper, corporal, sergeant, first or detective sergeant or lieutenant;
 - b. have one year of continuous, uninterrupted service in their current rank prior to the date of the written examination for the next rank; and
 - c. submit a Form 163, Request for Promotional Consideration, to the OPT at the time of their oral interview.
4. The MSP does not permit external or lateral entry into any vacancy for which participation in a competitive promotional process is required.
5. Troopers are exempt from the requirement to have one year of continuous, uninterrupted service if they:
 - a. hold the rank of senior trooper or master trooper; or
 - b. are military personnel who are otherwise eligible, but who were activated or deployed during the year prior to the written examination.
6. A trooper who is the subject of an open administrative investigation may participate in the promotional process.
7. A trooper who does not achieve, at minimum, a rating of "meets expectations" on their Performance Appraisals during the most recent year may participate in the promotional process while that rating is appealed, but will be removed from the process if their appeal is denied.

B. Goals of the Promotional Process

1. Promotional competitiveness is based upon the attributes of:
 - a. job knowledge;
 - b. education and training;
 - c. experience; and
 - d. performance.
2. The promotional process is designed to evaluate these attributes for each promotional candidate and provide a single, rank-ordered eligibility list for each rank.

C. Promotional Process Overview

1. All components of the promotional process are administered by the MSP.
2. The OPT Commander retains overall responsibility for this promotional process.
3. The components of the promotional process are the:

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- a. written examination;
 - b. structured résumé; and
 - c. oral interview.
4. The OPT will notify all candidates of dates, times, locations and any special requirements related to each component of the process.
5. Each candidate must complete all three components of the promotional process to appear on an eligibility list, however completing the promotional process does not guarantee that any candidate will be promoted.
6. Promotions are made from the rank-ordered eligibility lists resulting from this process, based upon the needs of the MSP and contingent upon adequate funding.

D. Confidentiality and Authority

1. During the promotional process, all aspects of the process and all MSP promotional materials are confidential.
2. MSP promotional materials will not be discussed, shared or possessed by anyone other than appropriate personnel acting under the direction of the OPT Commander.
3. The OPT Commander:
 - a. will, for each tested rank, announce the written examination date, due date for the structured résumé and range of dates for the oral interviews approximately one year prior to the written examination date for the rank of corporal; and
 - b. has the authority to promulgate and administer rules, regulations, policies and requirements, and may interpret those rules, regulations, policies and requirements as they are related to candidates or other matters that occur during a promotional cycle.

E. Relative Weights of Each Component

1. Prior to each promotional process, the State Law Enforcement Officers Labor Alliance (SLEOLA) and the Human Resources Division (HRD) Director will determine the relative weights for each phase of the promotional process for non-commissioned personnel; those weights are currently:
 - a. written examination: 40%;
 - b. structured résumé: 30%; and
 - c. oral interview: 30%.
2. If the HRD Director and SLEOLA are unable to agree on the relative weight of any component of any phase of the promotional process, the MSP retains the right to make the final determination.
3. Prior to each promotional process, a representative sample of commissioned officers will establish relative weights for each phase of the promotional process for the commissioned ranks; those weights are currently:
 - a. written examination: 40%;
 - b. structured résumé: 30%; and
 - c. oral interview: 30%

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F. Components of the Promotional Process**1. Written Examination**

- a. The written examination, in conjunction with the business need, is used to determine the number of candidates who will continue in the promotional process.
- b. There will be a minimum passing score for the written exam which will be determined by the OPT, HRD and SLEOLA prior to each testing cycle; the current passing score is 60%.
- c. To continue in the promotional process, a candidate must achieve:
 - (1) the pre-determined passing score; and
 - (2) a numerical rank on the written examination that is within the business need for that rank.
- d. Any candidate whose test score is the same as the last candidate who qualifies based on business need will be eligible to continue in the promotional process.
- e. Each candidate will receive their score on the written examination by mail.

2. Structured Résumé

- a. The OPT will provide instructions to each candidate and their respective commander detailing the procedures for submission of the structured résumé, supervisory review / verification and commander's verification.
- b. Structured résumés must be completed in the manner described in the instructions posted by the OPT and must strictly adhere to the format and structure established by the OPT.
- c. Failure to follow the required format and structure provided, or failure to meet due dates for the submission of the structured résumé without permission from the OPT Commander may result in a score of zero on the structured résumé.
- d. The OPT will specify the due date for the structured résumé for each rank.
- e. Candidates are responsible for ensuring that the structured résumé is completed and received at the OPT by the due date.
- f. Commanders and supervisors will not knowingly hinder the candidate's ability to submit their structured résumé by the due date; access to auxiliary files will be facilitated upon the request of the candidate.
- g. Supervisory Review of the Structured Résumé
 - (1) Supervisors will thoroughly review the candidate's structured résumé and confirm that it is supported by documentation for each entry provided by the candidate.
 - (2) After reviewing and confirming all information on the structured résumé, supervisors will complete the Form 37-02, Supervisory Review Form.
 - (3) The Supervisory Review Form includes a section entitled "Supervisory Assessment of Candidate's Skills and Abilities" which allows the supervisor to evaluate the promotional potential of the candidate.
 - (4) Any sustained disciplinary action must be documented and submitted with the Supervisory Review Form.

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(5) The supervisor must sign the form and the candidate must initial it.

h. Commander's Verification

(1) After the supervisor completes the Form 37-02, the candidate's commander must complete the Form 37-01, Commander's Verification Form.

(2) This verification includes a review of the candidate's résumé and supporting documentation as well as a confirmation of the candidate's time with MSP and their time in grade.

(3) The commander must sign the form and the candidate must initial it.

i. Résumé Rebuttals

(1) The rebuttal is not a part of the scoring process for promotional candidates.

(2) Commander's Mediation

(a) If the candidate disagrees with the supervisory review and verification or the commander's verification, the commander will schedule a meeting with the supervisor and the candidate to mediate the disagreement by reviewing or confirming the presence of or lack of documentation.

(b) If the disagreement is resolved at this level, appropriate adjustments will be made to the supervisory review and the process will continue per the instructions posted by the OPT.

(3) Formal Rebuttal Process

(a) The candidate's commander will notify the OPT Commander that a rebuttal will be included with the structured résumé as soon as possible.

(b) Rebuttals will be submitted in the written format described in the instructions posted by the OPT.

(c) The complete structured résumé must be received at the OPT by the due date.

(d) A three-member appeal board will be established to review and decide any rebuttals and will consist of:

i. the Administrative Hearing Office Commander who will be the chair for all appeal boards.

ii. two other members, selected by the chair, who hold a permanent rank higher than that of the promotional candidate.

(e) The appeal board will:

i. review the structured résumé, all relevant documentation, and statements provided by the candidate, the supervisor and the commander related to the rebuttal;

ii. decide the proper resolution of the disagreement; and

iii. determine how the supervisory review will be amended, if necessary.

(f) The decision of the appeal board is final.

h. Résumé Scoring

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1. Résumés will be scored by a résumé review board. The board is comprised of three assessors who are active sworn members of allied state police or state highway patrol agencies who hold a rank that is equal to or greater than the rank that is being tested.
 2. The board will independently review and assign a numerical score to each category of the structured résumé based on the guidelines provided by the OPT and the assessors' experience and expertise.
3. Oral Interview
- a. The oral interview will consist of a series of scenario-based questions.
 - b. Candidates will have a total of 30 minutes to complete the oral interview.
 - c. Oral Interview Scoring
 - (1) Oral interviews are scored by an oral interview board comprised of three assessors who are active sworn members of other state police or state highway patrol agencies and who hold a rank that is equal to or greater than the rank that is being tested.
 - (2) The OPT will provide the assessors with guidelines to evaluate the candidates that are based upon the critical knowledge, skills and abilities (KSAs) of the current job task analysis.
 - (3) The three assessors will assign a numerical score to each interview question based on the KSAs provided by the OPT and their expertise and experience.
 - d. A copy of the dimensions and KSAs for scoring the oral interview will be provided to each candidate.
 - e. The assessors on the oral interview panel will not be the same assessors who are reviewing the structured résumés.

G. Promotional Eligibility Lists

1. The OPT will calculate an overall score for each candidate based on their individual scores and the weights of the written examination, structured résumé and oral interview as described in section E, above.
2. One rank-ordered eligibility list will be provided to the Superintendent for each rank.
3. Each eligibility list will be valid for two years from the date it becomes valid and may be extended at the discretion of the Superintendent.
4. Candidates with tied overall scores will be ranked by seniority as determined by HRD.
5. Scores will be mailed to each candidate.
6. Candidates will be promoted from the eligibility list in rank order unless there is an open internal investigation or disciplinary action as described in section K, below.
7. If the OPT Commander determines the trooper's position on the eligibility list will change after its original publication, they will:
 - a. compile a new list which will be provided to the HRD Director and the Superintendent; and
 - b. notify all troopers who are on the affected promotional eligibility list of their change in list order.

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H. Challenge or Review of Results

1. Challenges to specific questions or answers on the written examination must take place on the day of the written examination at the examination site using the procedures provided by the examination proctors.
2. No challenges to the written examination questions or answers will be permitted once the candidate has left the examination site.
3. A candidate may not challenge the scores given by the assessors for the structured résumé or oral interview portion of the promotional process.
4. Any candidate who has reason to believe that their score on any part of the promotional process or their final score on the promotional process was calculated incorrectly may:
 - a. notify the OPT Commander in writing of their request to review their results within five days of receiving their score; and
 - b. review their results with the OPT Commander.
5. If, after review, the OPT Commander determines that the scores were calculated correctly, no further action is necessary.
6. If, after review, the OPT Commander determines that the scores were calculated incorrectly they will:
 - a. amend the trooper's score; and
 - b. determine if the change in the trooper's score will change their position on the eligibility list.
7. If the OPT Commander determines that the trooper's position on the eligibility list will not change, no further action is necessary.
8. If the OPT Commander determines that the trooper's position on the eligibility list will change, they will follow the procedures outlined in subsection G(7).
9. The decision of the OPT Commander is final; no further administrative appeal or challenge to the promotional process is permitted.
10. All candidates will be permitted to review their promotional packets upon completion of the promotional process using the guidelines developed by the OPT.

I. Probation Upon Promotion

1. Troopers who are promoted to any competitive rank are not required to serve a probationary period following promotion.

J. Military Promotional Process

1. The MSP will conduct a modified promotional process for troopers who were on military leave during any phase of a biennial promotional process.
2. The military process will occur in the year following a biennial promotional process.
3. To be eligible to participate in the military promotional process, a trooper must have:
 - a. met all of the criteria to participate in the promotional process as described in subsection (A)(3), above, on the date the biennial written examination was administered; and

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- b. been on approved military leave during one or more phases of the biennial promotional process.
- 4. The phases and requirements of the military promotional process will be identical to those in the previous biennial promotional process.
- 5. Procedures
 - a. Candidates who are eligible to participate in the military promotional process will be notified by the OPT Commander.
 - b. Each eligible military candidate must notify the OPT Commander of their request to participate in the military promotional process; the OPT Commander will notify these candidates of the dates, times, locations and requirements of each phase of the process.
 - c. A candidate who's passing score on the written test places them within the established business need of that biennial promotional process will continue in the process.
 - d. Each candidate will be placed at the appropriate location on the original eligibility list for their rank based on their final score upon completion of all phases of the process.
 - e. Non-military candidates will retain their original eligibility list numbers; military candidates will be placed on the appropriate list according to their score.
 - f. If the OPT Commander determines that the trooper's position on the eligibility list will change, they will follow the procedures outlined in G(7).
- 6. A candidate may withdraw at any time during the process.
- 7. A trooper, whose rank on an eligibility list would have resulted in a promotion on a previous promotional list had they not been on military leave, will be promoted within 14 days.
- 8. The trooper's promotion and pay grade will be retroactive to the date they should have been promoted had they not been on military leave.
- 9. A trooper who was on military leave during the initial promotional process, and who remains on military leave during the military promotional process, will not be eligible to participate until the next biennial promotional process.

K. Eligible Troopers Who Are Not Promoted

- 1. A trooper may be passed over for promotion because they are under investigation for a Category C, D, E, or F violation on the Statewide Police Disciplinary Matrix.
- 2. Open Internal Investigations with Unfounded, Exonerated, or Not Guilty Allegations
 - a. If an otherwise-eligible trooper is not promoted due to an open internal investigation, and the allegation that caused them not to be promoted is determined to be unfounded, exonerated, or the trooper is found not guilty at a trial board of the allegation that caused them not to be promoted, the trooper will be promoted within 14 days of the date that the case is closed.
 - b. The trooper's promotion and pay grade will be retroactive to the date they should have been promoted had the allegation that caused them not to be promoted not been made.
- 3. Open Internal Investigations with Sustained Charges

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- a. If a trooper is not promoted due to an open internal investigation, and the allegation is sustained, they will not be eligible for promotion until they are deemed to be eligible by the Superintendent.
- b. If, as part of the disciplinary process, a trooper agrees to or has imposed a penalty which renders them ineligible for promotion until a certain date, they may not be promoted until that date.

4. Insufficient Promotions

- a. If a trooper is not promoted during the time that a promotional eligibility list is valid because their rank is lower than the last trooper who is promoted, they may participate in the next promotional process that is offered.

L. Security of Promotional Materials

1. The OPT will securely maintain all materials related to each competitive promotional process for five years, then destroy.

M. Training Upon Promotion

1. Unless a valid waiver is received from the Maryland Police and Correctional Training Commissions, all troopers who are promoted to the rank of:
 - a. corporal must attend First Line Supervisor training within one year of promotion; and
 - b. lieutenant must attend First Line Administrator training within one year of promotion.
2. Any trooper who believes they are eligible for a waiver due to previous education, training or experience should contact the Education and Training Division for information on how to apply for a waiver.

Approved:

Colonel Roland L. Butler, Jr.
Superintendent 11/27/2024