



**Chapter:** Personnel  
**Subject:** 03-14 – Promotional Process  
**Effective:** November 1, 2024  
**Supersedes:** N/A  
**Distribution:** Department Members

---

**PURPOSE:** This Order establishes the guidelines and procedures for promoting members within the department.

#### **03-14-1 POLICY**

The department is committed to providing career advancement opportunities to members based on their knowledge, skills, experience, and potential to contribute to the department's goals. Therefore, it is the department's policy to ensure promotions are awarded based on merit, performance, and organizational needs, promoting a fair and transparent process.

#### **03-14-2 PROMOTION AUTHORITY**

- A. Civil Service Rules and Regulations govern state classified employment. Rules have the force and effect of law while regulations implement the rules issued by the Civil Service Commission.
- B. All promotions in the classified service must be made in accordance with Civil Service Commission Rules and Regulations. Any person promoted must be certified as qualified in accordance with and subject to Civil Service Commission Rules and Regulations.
- C. Only the Director, as the appointing authority, in accordance with rules established by the Civil Service Commission, may make promotions. The state personnel director shall administer the certification of all promotions
  - (1) The appointing authority and Civil Service staff shall provide equal employment opportunities for all persons in accordance with Civil Service Rules and Regulations.

#### **03-14-3 APPLICATION PROCESS FOR INTERNAL CANDIDATES**

- A. Members can compete for promotional opportunities through a competitive selection process. Applicants must meet the required minimum education and experience pursuant to MCSC Rules and Regulations and be considered eligible per OO 02-16 – Anti-Nepotism Policy and OO 03-41 – Impact of Corrective Action on Selection Eligibility.
  - (1) If required by the job posting, members shall be recommended for the position by their current commander via a Written Endorsement, PD-035.
  - (2) The competitive selection process includes an oral interview for all levels.

- a. Candidates competing for a position at the 16-level and below are rated on the respective comparison grid (enforcement positions) and the Interview Evaluation form, PD-011.
  - (3) After a hiring selection is made, the hiring manager must provide the selection packet to the Human Resources Division, which includes the selection memo and for all positions at the 16-level and below, the Interview Evaluation form, PD-011, at minimum.
  - (4) The Human Resources Division will process the selection materials and notify the hiring manager when the selection is approved. The hiring manager is responsible for notifying the selected candidate and assisting in the coordination of the pre-employment conditions, if necessary.
  - (5) Upon successful completion of the pre-employment conditions, the hiring manager will receive approval to extend the final offer. Upon acceptance, the hiring manager is responsible for notifying all interviewed, non-selected candidates of the outcome via phone within two business days of the final offer being accepted.
  - (6) The hiring manager must confidentially dispose of all selection process paperwork within one pay period of the selected member beginning the new position.
- B. When appointed to a new classification, members may enter a new probationary period in accordance with Civil Service Regulation 3.03. Probationary members will receive status for the new classification and level after satisfactorily completing the probationary period.
- C. Review and Appeal
- (1) Members are permitted to review the scored selection materials and may file an appeal of the selection process if the process violated a Civil Service rule or regulation. Appeals are governed by Civil Service Commission Rules and Regulations.
- D. Confidentiality and Security of Interview Materials
- (1) The effectiveness and integrity of the interview process depends on the ability to keep interview materials confidential and secure. Therefore, all materials shall be protected against breach of security. Interview questions or materials of confidential nature are not to be kept in any accessible area.
  - (2) Hiring managers, interview panel members, and any members involved with the selection process shall avoid discussions with any person that may reveal confidential information either before or after interviews are held. This includes, but is not limited to, interview questions, identity or performance of applicants, and panel discussions. An applicant shall not receive any information that compromises the integrity of the interview.
    - a. Interview questions can be shared with applicants in advance, provided all applicants receive identical information and the same amount of time to prepare.
    - b. A candidate for an interview shall not receive any information that compromises the integrity of the interview.
  - (3) If a member becomes aware of any situation where the security of the interview process has been or may be compromised, the member shall report this immediately to the Human Resources Division commander and the Professional Standards Section.

## E. Reapplication

- (1) Any member who is eligible for promotion may apply or reapply, regardless of the outcome of any prior promotion processes.

**03-14-4 PROMOTIONAL EXAMS FOR ENLISTED POSITIONS**

- A. To be eligible for promotion, enlisted members shall successfully pass the required exam. Exam dates and details about the process shall be posted by the Human Resources Division approximately six weeks prior to the exam dates.
  - (1) The Sergeant Exam is administered twice a year. To qualify for this exam, enlisted members must possess at least three years and six months of experience as a Trooper 11; or two years and six months of experience as a Detective Trooper Specialist 11; or a Trooper Specialist 11; or will meet the above experience within six months of the first month in which the exam will be administered.
  - (2) The Lieutenant Exam is administered twice a year. To qualify for this exam, enlisted members must have two years of experience as a Sergeant 12 to be eligible for the Lieutenant 14 classification and three years of experience as a Sergeant 12, or one year as a Lieutenant 14, to be eligible for the First Lieutenant classification, or will meet the above experience within six months of the first month in which the exam will be administered.
- B. Enlisted members who do not pass the exam are permitted to retest the next time a promotional examination is conducted.
- C. The following procedures shall be used to report time when participating in a promotional exam:
  - (1) Exam participants who are scheduled to work during the exam period may be granted administrative leave. Administrative leave may include reasonable travel time to and from the exam site, not to exceed eight hours.
  - (2) Exam participants not scheduled to work during the exam period are not authorized to use administrative leave or change their schedule.
  - (3) Participants are not authorized to use department vehicles and are not eligible for reimbursement of travel expenses (meals and mileage) to participate in the exam.

DIRECTOR

---

**Annual Review Responsibility:** Human Resources Division

**Accreditation Standards:** CALEA 34.1.1, 34.1.2, 34.1.6