



**DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE**



DATE: JUNE 14, 2017

**FROM: CHIEF PETE N. KASSETAS
DEPUTY SECRETARY - OPERATIONS**

TO: ALL COMMISSIONED PERSONNEL

**SUBJECT: DIRECTIVE 2017-04 PROMOTION/TRANSFER PROCESS
RECORD RETENTION**

The purpose of this directive is to ensure all information collected and created relating to a process conducted for the promotion of a commissioned employee or the transfer/promotion to position that is governed by a competitive process are properly retained.

All documents will be collected and retained by the bureau designated to conduct the process and will be forwarded to the Standards bureau. This will include any promotional processes, any vacancies for competitive positions as described in PRS.24 State Police transfers and selection to specialty teams.

In order to remain accountable in the event of an employee contesting the integrity of a specific process, all documents must be stored in electronic format and forwarded to the Standards Bureau within one week of the process completion.

Documents that may be provided or completed by the employee include, but are not limited to:

- Résumés
- Employee evaluations
- College Transcripts/Degrees
- Training Certificates
- Questionnaires/Surveys
- Commander/supervisor recommendations

Documents that may be created by the personnel conducting the process include, but are not limited to:

- Written Exams
- Assessment Center Scenarios
- Oral Interview questions
- Scoring Sheets
- Candidate Evaluation forms
- Final Ranking lists
- Assessor notes

Thank you in advance for your attention and compliance with this directive.

PNK/djg