

CHAPTER 2

ENLISTED PROMOTION PROCEDURES

A. POLICY

Promotion is one of the many career development opportunities provided to members by the Department. Promotion within the enlisted ranks shall be made based on criteria approved by the Commissioner, in accordance with the authority granted under the Administrative Code of 1929, and amendments made thereto. Promotions to each successive rank shall adhere to standards established by the Equal Employment Opportunity Commission, Uniform Guidelines on Employee Selection Procedures. The Department's promotion procedures and elements shall be job-related and nondiscriminatory. Promotions through the rank of Sergeant shall be based on the results of competitive testing.

B. DUTIES AND RESPONSIBILITIES

1. Deputy Commissioner of Administration and Professional Responsibility:
 - a. With the approval of the Commissioner, formulate rules and regulations prescribing the qualifications and eligibility for the promotion of members, consistent with laws, contractual requirements, and governing court orders.
 - b. Consider requests for make-up testing opportunities not otherwise permitted in this regulation and render decisions to grant or deny requests.
2. **Human Resources Program Manager, Pennsylvania State Police (PSP) Bureau of Talent Management, Public Safety Human Resource Delivery Center (PSHRDC):** Oversee the administration of the Department's enlisted promotion system.
3. **Supervisor, Specialized PSP Placement Section, PSHRDC:**
 - a. Coordinate and administer the Department's promotion testing program.
 - b. Develop, coordinate, and implement programs and procedures associated with the Department's promotion testing program.

- c. Secure testing consultants in accordance with Commonwealth contracting procedures.
- d. Compile and distribute information regarding the promotion testing activities of the Department, including test date announcements, study materials, test locations, secondary criteria, promotion eligibility lists, etc.
- e. Coordinate the verification of member promotion eligibility for the ranks of Corporal and Sergeant.
- f. On behalf of the Commissioner, offer promotional opportunities to eligible members for the ranks of Corporal and Sergeant through the appropriate Troop Commander or Bureau/Office Director.

C. PROMOTION TESTING

- 1. Eligibility to Participate in Promotion Examinations:
 - a. Troopers shall have completed four years of service with the Department, **calculated from date of enlistment**, prior to the promotion examination to be eligible to participate in the Corporal promotion testing process. Military time, civilian service, and service with another agency do not contribute toward satisfying this requirement.
 - b. All Corporals shall be eligible to participate in the Sergeant promotion examination process, regardless of time in grade.
 - c. Eligible Troopers and Corporals in limited-duty status, disability status, or parental/family (**i.e., Family and Medical Leave Act**) leave status shall be entitled to participate in promotion examination processes.
 - d. Eligible Troopers and Corporals suspended without pay shall be entitled to participate in promotion processes, unless convicted of a criminal charge(s) and/or pending termination.
- 2. Promotion Examination Process:
 - a. Promotions through the rank of Sergeant are accomplished through competitive examinations administered on a periodic basis.

- (1) Dates, times, and locations of promotion examinations, and an explanation of the test components, shall be announced via Department directive.
 - (2) Eligible Troopers and Corporals shall not be compelled to participate in promotion examinations.
 - (3) Once entered voluntarily, promotion examinations are a work assignment. Members are subject to discipline for non-attendance, tardiness, or frivolous participation.
 - (4) Eligible Troopers and Corporals may irrevocably withdraw from promotion examinations by submitting Department Correspondence, Form SP 3-201, through channels, to the **Supervisor; Testing, Promotions, and Transfer Section, PSHRDC.**
- b. Testing consultants, secured in accordance with Commonwealth contracting procedures, will conduct and/or update job analyses to create examination components that assess knowledge, skills, and abilities important for job success in each rank.
- (1) Examination consultants shall ensure all promotion procedures and elements are job-related and nondiscriminatory.
 - (2) Examination consultants are responsible for the security of examination materials.
3. Alternate Promotion Examination Process:
- a. Alternate promotion examination dates shall only be granted in cases of:
 - (1) Military activation of the affected member.
 - (2) Death in the family of the affected member.
 - (3) Emergency hospitalization of the affected member or immediate family of the affected member (for the purposes of this chapter, immediate family is defined as the husband, wife, child, stepchild, foster child, or parent of such member).

NOTE: The Deputy Commissioner of Administration and Professional Responsibility will consider other situations on a

case-by-case basis and render a decision to grant or deny an alternate promotion examination opportunity.

- b. Alternate promotion examination dates shall not be granted to facilitate annual, personal, or compensatory leave.
 - c. Affected members seeking an alternate promotion examination date shall submit Department Correspondence, through channels, to the **Supervisor, Specialized PSP Placement Section, PSHRDC**, requesting an alternate examination date and detailing the circumstance(s) of the request.
 - d. Once a decision is rendered by the Deputy Commissioner of Administration and Professional Responsibility, the affected member shall be rescheduled to participate in the missed component(s) of the promotion examination, or notified of denial via Department Correspondence.
4. Scoring of Promotion Examinations: Scoring methodologies are developed by examination consultants and proposed to the Department for approval. Eligibility lists from which promotions are made are then created and issued via Personnel Order.

D. PROMOTIONS

Promotions are made based on the needs of the Department, as determined by the Commissioner. Intertroop preference transfers for the ranks of Corporal and Sergeant are effected in accordance with FR 3-2, Transfers, prior to making promotions from the eligibility lists.

1. Eligibility for Promotion:
 - a. To be eligible for promotion to the rank of Corporal from the current eligibility list, Troopers shall have completed five years of service **with the Department, calculated from date of enlistment**. Military time, civilian service, and service with another agency do not contribute toward satisfying this requirement.
 - b. To be eligible for promotion to the rank of Sergeant from the current eligibility list, Corporals shall have completed two years of service at their current rank.
 - c. To be eligible for promotion to the rank of Lieutenant, Sergeants shall have completed two years of service at their current rank.

- d. There is no time in grade requirement for promotion to the ranks of Captain and Major.
 - e. A member's promotion eligibility shall be interrupted when any of the following conditions exist:
 - (1) Suspension: No member shall be promoted within one year of the date of a suspension without pay. The year is calculated from the date the Disciplinary Action Report, Form SP 3-336, is acted upon by the Department Disciplinary Officer.
 - (2) Limited Duty or Disability: Members on limited duty or disability leave status may be ineligible for promotion, at the discretion of the Commissioner. Determination will be made after consideration of the following factors:
 - (a) Diagnosis or prognosis of the injury or illness.
 - (b) Length of time the member's name appeared on the Quarterly Limited-Duty Status Report.
 - (c) Member's ability to return to full duty status within 90 calendar days.
 - (3) Restricted Duty: No member in a restricted duty status shall be promoted.
 - (4) Other circumstances: Any other circumstances as determined by the Commissioner.
2. Corporal and Sergeant Promotions:
- a. Official promotion eligibility lists for Corporal and Sergeant shall be established in accordance with the following procedures:
 - (1) Methodology developed by the test consultant shall be used to place candidates into score bands according to examination scores. Candidates within each score band shall be ranked by secondary criteria. Examples of secondary criteria may include, but are not limited to, the following:
 - (a) Seniority in rank: This date will be calculated from the date of promotion to the current rank, minus

any days without pay due to suspension or other unapproved leave.

- (b) Longevity date: This date is calculated from the date of enlistment in the Pennsylvania State Police Academy, minus any days without pay due to suspension or other unapproved leave.
 - (c) Random numbers: A random, six-digit number will be assigned to every member who is eligible to participate in the promotion examination process. Random numbers shall be issued prior to the administration of the examinations and will also be included on individual examination result notices. The highest number is given first priority.
- (2) Once published, Corporal and Sergeant promotion eligibility lists remain in effect until superseded by a new list, or until rescinded by the Commissioner.
- b. Corporal and Sergeant Promotion Offers:
- (1) Promotion offers shall be made in order of ranking on the eligibility list. When a candidate declines a promotion offer, the candidate's name remains active on the eligibility list. During subsequent rounds of promotion, offers shall be made in order of ranking on the eligibility list.
 - (2) Members eligible for promotion to the next higher rank shall be notified by their Commander/Director, or designee, and apprised of the existing offers. After receiving the member's choice of assignment, the Commander/Director, or designee, shall verbally inform the **Supervisor, Specialized PSP Placement Section, PSHRDC**, or designee, of the member's choice.
- c. Corporal and Sergeant Promotion Eligibility Lists: Personnel may review promotion eligibility lists for **the ranks of Corporal and Sergeant** via the **PSP Human Resource Information System, using the following steps:**
- (1) **Click on or copy the following link into an internet browser:**
<https://www.pspapps.pa.gov/HRIS/Default.aspx>.

- (2) Click on “Active Personnel,” and choose “Promotion List” from the drop-down menu.**
 - (3) Select a rank from the drop-down menu to view the list for that rank.**
3. Lieutenant, Captain, and Major Promotions: Promotions to Lieutenant, Captain, and Major are made in accordance with criteria established by the Commissioner.

E. SKILL DEVELOPMENT TRAINING

1. Basic Supervision Training: As soon as possible after promotion to Corporal or Sergeant, the member shall apply for and attend the Department’s Basic Supervision Training course, unless the member has previously attended the course. This training shall, at a minimum, include:
 - a. General counseling techniques.
 - b. Techniques for assessing skills, knowledge, and abilities of subordinates.
 - c. Identification of available training opportunities for members.
2. National Incident Management System Training: The Department has adopted the National Incident Management System (NIMS) to manage all emergency incidents within the Commonwealth. All Corporals, Sergeants, and Commissioned Officers are required to complete the applicable NIMS Independent Study (IS) and Incident Command System (ICS) training courses in accordance with the Pennsylvania Emergency Management Agency (PEMA), National Incident Management System Implementation Plan.
 - a. The training modules for all NIMS IS courses are available on the Federal Emergency Management Agency (FEMA) website, under “NIMS Courses.” It should be noted that NIMS ICS-300 and ICS-400 are not IS courses. Therefore, members who are required to complete NIMS ICS-300 and/or ICS-400 shall attend a scheduled ICS-300 and/or ICS-400 training session(s) administered by PEMA-certified instructors at the Pennsylvania State Police Academy.
 - (1) All Corporals are required to complete NIMS ICS-100, NIMS ICS-200 and IS-700 training. Newly promoted

Corporals shall complete these training courses within 45 days of their promotion.

- (2) All Sergeants are required to complete NIMS ICS-100, NIMS ICS-200, ICS-300, IS-700, and IS-703 training. Newly promoted Sergeants who have not completed these training courses shall do so within 45 days of their promotion (with the exception of ICS-300). If necessary, Sergeants shall endeavor to attend an ICS-300 training session at the Pennsylvania State Police Academy as soon as it is offered.
- (3) All Commissioned Officers are required to complete NIMS ICS-100, NIMS ICS-200, ICS-300, ICS-400, IS-700, IS-702, IS-703, and IS-800 training. Newly promoted Commissioned Officers who have not completed these training courses shall do so within 45 days of their promotion (with the exception of ICS-300 and ICS-400). If necessary, Commissioned Officers shall endeavor to attend an ICS-300 and/or ICS-400 training session(s) at the Pennsylvania State Police Academy as soon as the applicable course(s) is offered.

- b. Upon completion of any required online NIMS IS training course(s), affected members shall provide a copy of each certificate of completion to the Basic Training Division, Bureau of Training and Education, via email at ra-spacademytraining@pa.gov.
- c. Affected members who are uncertain whether they have successfully completed a required NIMS training course(s) shall contact the FEMA Independent Study Program Office, at 301-447-1200, and request a verification of course completion. Members requesting verification of course completion from FEMA will be required to provide their full name and Social Security number. Upon receipt of verification from FEMA of the completion of a particular NIMS training course(s), the affected member shall forward the information to the Basic Training Division, Bureau of Training and Education, via email at ra-spacademytraining@pa.gov.

F. ORIENTATION PERIOD

Members promoted to the rank of Corporal, through and including the rank of Major, shall complete a six-month orientation period in the new rank.