

**WEST VIRGINIA  
SECRETARY OF STATE**

**KEN HECHLER**

**ADMINISTRATIVE LAW DIVISION**

Form #8

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OFFICE OF WEST VIRGINIA  
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**NOTICE OF AN EMERGENCY AMENDMENT TO AN EMERGENCY RULE**

AGENCY: DIVISION OF PUBLIC SAFETY TITLE NUMBER: 81

DATE EMERGENCY RULE WAS ORIGINALLY FILED: MAY 30, 1990

IS THIS THE FIRST EMERGENCY AMENDMENT TO THE ORIGINALLY FILED EMERGENCY RULE:  
NO

IS THIS THE SECOND EMERGENCY AMENDMENT TO THE ORIGINALLY FILED EMERGENCY RULE:  
YES

DATE OF FIRST EMERGENCY AMENDMENT: AUGUST 9, 1990

SERIES NUMBER OF RULE: III TITLE OF RULE WEST VIRGINIA STATE  
POLICE - CAREER PROGRESSION SYSTEM

THE ATTACHED IS AN EMERGENCY AMENDMENT TO AN EXISTING EMERGENCY RULE. THIS  
EMERGENCY AMENDMENT BECOMES EFFECTIVE UPON FILING.

*C.R. Bedwell*

WEST VIRGINIA LEGISLATIVE RULE  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF PUBLIC SAFETY  
CHAPTER 15-2  
SERIES III  
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SECRETARY OF STATE

Title: West Virginia State Police - Career Progression System

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Section 1. General

1.1 Scope - This rule governs the process by which all permanent promotions, all non-supervisory reclassifications, all criminalist reclassifications and all administrative support reclassifications shall be achieved.

1.2 Authority and Related Code Citation - W.Va. Code 15-2-3, effective July 1, 1990, and W.Va. Code 15-2-25.

1.3 Filing Date -

1.4 Effective Date -

1.5 Repeal of Former Rule - This legislative rule repeals and replaces West Virginia legislative rule, Department of Public Safety, Chapter 15-2, Series I, Section 8, filed July 10, 1984.

Section 2. For the purposes of this rule,

2.1 Superintendent means the Superintendent of the Division of Public Safety or his duly authorized agent.

2.2 Senior Staff means the eleven principle supervisory positions appointed by the Superintendent as authorized by West Virginia Code 15-2-4.

2.3 Member means an employee of the division empowered under the provisions of West Virginia Code 15-2-12 with statewide law enforcement powers and who has taken and subscribed to the oath of office as required by West Virginia Code 15-2-14.

2.4 Inspector means that member of the division, designated by the Superintendent, who is responsible to the Superintendent for ensuring that all members and civilian employees of the division adhere to all policy and procedures governing the operation of the division, the inspection of all division facilities and divisional records and reports.

2.5 Personnel Director means that member of the division, designated by the Superintendent, who is responsible for the activities and operation of the division's Personnel Section.

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2.6 Permanent Rank means that grade awarded to or achieved by a member within the Supervisory Field Promotional System, inclusive of the ranks of Sergeant, First Sergeant, Second Lieutenant and First Lieutenant.

2.7 Non-Supervisory Rank means the grade awarded to or achieved by a member within the Non-Supervisory Rank Classification System, inclusive of the classifications of Trooper, Senior Trooper, Trooper First Class and Corporal.

2.8 Criminalist Classification means the grade awarded to or achieved by a member within the Criminalist Classification System, inclusive of the classifications of Criminalist I-VII.

2.9 Support Specialist means the temporary grade awarded to or achieved by a member within the Administrative Support Specialist Classification System, inclusive of the classifications of Support Specialist I-VIII. This temporary grade has no effect upon a member's permanent rank, non-supervisory rank or criminalist classification.

2.10 Promotional Cycle means one complete series of events required to establish a rank ordered list of eligible promotional candidates within the Supervisory Field Promotional System.

2.11 General Knowledge Examination means a written examination of general questions, relevant to the non-supervisory rank positions.

2.12 Promotional Examination means a written examination of questions relevant to the supervisory rank positions.

2.13 Productivity Evaluation means the numerical representation of a member's activity relative to hours worked within the Field Operations Force or the Forensic Laboratory.

2.14 Request for Promotional Consideration means a form filed with the Promotional Standards Officer expressing a member's intent to participate in a promotional cycle.

2.15 Petition for Reclassification means a petition filed with the Promotional Standards Officer requesting that a member be considered for reclassification.

2.16 Petition of Justification means a petition, with accompanying justification, filed with an appropriate board requesting that a member retain eligibility status for promotion or reclassification even though the member's productivity evaluation is below the required level.

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### Section 3. Career Progression System - General Requirements

3.1 This rule is promulgated for the purpose of ensuring consistency, predictability and review of the West Virginia State Police Career Progression System as authorized by West Virginia Code 15-2-5.

3.2 The Career Progression System shall consist of the following four sub-systems:

3.2.1 The Supervisory Field Promotional System, a permanent rank system established to identify those members of the Field Operations Force who possess the skills, knowledge and abilities necessary to perform within designated supervisory positions within the Field Operations Force and to provide a mechanism for the ranking and selection of qualified individuals for promotion.

3.2.2 The Non-Supervisory Rank Classification System, a permanent classification system established to identify those members of the Field Operations Force that meet required levels of achievement in productivity, demonstrated job knowledge and division tenure and to provide a series of progressive non-supervisory rank classifications for members who meet the minimum requirements and who cannot participate within the Supervisory Field Promotional System or who elect to remain within the non-supervisory rank positions.

3.2.3 The Criminalist Classification System, a permanent classification system established to identify those members of the Forensic Laboratory that meet required levels of achievement in productivity, demonstrated job knowledge and laboratory tenure, and who receive the recommendation for advancement from appropriate supervisors and to provide a series of progressive criminalist classifications.

3.2.4 The Administrative Support Specialist Classification System, a temporary classification system established to identify those members who are permanently assigned to the Field Operations Force or the Forensic Laboratory, who are designated by the Superintendent to occupy specific support positions and who have demonstrated proficiency in performing the duties and responsibilities of the support position and to provide a series of progressive administrative classifications.

3.3 The Superintendent shall appoint a member to the position of Promotional Standards Officer who shall have the authority and responsibility for administering the Career Progression System. His duties shall include:

3.3.1 The maintaining of individual status files for every member within the system;

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3.3.2 Providing notice as required on behalf of the Superintendent or any system Board.

3.3.3 Receive all requests for promotional consideration, petitions for reclassification and petitions of justification on behalf of the Superintendent or any system Board;

3.3.4 Review any candidate challenges to promotional examination questions.

3.3.5 Coordination of the activities of all Career Progression System sub-systems and the system's appeal procedures;

3.3.6 Providing direct contact to all division members concerning the Career Progression System;

3.3.7 Development and implementation of Career Progression System Evaluation Board procedures; and

3.3.8 Reviewing, evaluating and coordinating any recommendations for system improvements as provided by the Selection and Review Board.

3.4 The Superintendent shall provide to each member a written manual governing specific procedures for the evaluation and testing of members for promotion or reclassification.

3.5 Basic eligibility requirements for participation in all sub-systems shall include:

3.5.1 Compliance with the physical fitness requirements as provided for by Section 4 of this rule;

3.5.2 Achievement by the member of a minimum score of 75% on the most recent General Knowledge Examination; and

3.5.3 Achievement of eligible status as determined in compliance with Sections 5.3 and 5.4 of this rule.

3.6 The Promotional Standards Officer may establish minimum and/or maximum advance notification limits for the submission of requests for promotional consideration and/or petitions for reclassification.

3.7 The Superintendent shall solicit from the Supervisory Field Promotional System Selection and Review Board a written review of the West Virginia State Police Career Progression System to be completed once every twelve months. Such review shall identify specific problems with the system's procedures and shall include recommendations for remedial action.

Section 4. Physical Fitness

4.1 The Superintendent shall adopt a comprehensive Physical Fitness Program to establish minimum levels of physical fitness performance.

4.2 A member must meet or exceed the minimum levels established for and applicable to him in order to be eligible for promotion or reclassification within the Career Progression System.

4.3 Until a comprehensive Physical Fitness Program has been adopted, all members, otherwise eligible, shall be considered to have met the physical fitness standards as required by any section of this rule.

Section 5. Disciplinary Action

5.1 For purposes of the Career Progression System only, the following limitations will apply:

5.1.1 Reprimands will be considered only when the reprimand is issued by the Superintendent.

5.1.2 Demotions will be considered as any reduction in rank or classification within the member's permanent system.

5.1.3 Suspensions will be considered as any ordered absence from duty that results from a violation of any rule of conduct as verified through a division investigation. An ordered absence prior to a division investigation shall only be considered as a valid suspension if the investigation sustains the allegation.

5.2 The Superintendent shall establish a disciplinary file containing disciplinary action applicable under the provisions of the Career Progression System. Such disciplinary file will be purged by the following schedule:

5.2.1 A reprimand shall be purged upon expiration of twelve calendar months from the date of issue.

5.2.2 A demotion or suspension shall be purged upon expiration of twenty-four calendar months from the effective date of such demotion or suspension.

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5.3 A valid letter of reprimand shall temporarily eliminate a member's promotional or reclassification eligibility for a period of time as defined by Section 5.2.1 of this rule when such reprimand is issued for a violation of the Division Rules of Conduct as identified under Section 10, 81 CSR 1, except when issued for violations of the following sections of said rule:

10.2	10.14	10.21
10.3	10.15a	10.22
10.5	10.15b	10.23
10.8a	10.15c	10.24
10.8b	10.15d	10.26a
10.8c	10.18	10.26b
10.10	10.19b	10.26d
10.12	10.19c	

5.4 A valid demotion or suspension, as identified by this section, shall temporarily eliminate a member's promotional or reclassification eligibility for a period of time as defined by Section 5.2.2 of this rule when such demotion or suspension results from a violation of Division Rules of Conduct as identified under Section 10, 81 CSR 1, except when resulting from a violation of the following sections of said rule:

10.15c  
10.15d

5.5 In all cases, a letter of reprimand, a demotion or suspension, as identified by this section, will result in the reduction of a member's composite promotional score as defined by Section 6.2 of this rule according to the following schedule:

5.5.1 Any written reprimand issued as a result of a division motor vehicle accident - one point

5.5.2 All other written reprimands - three points

5.5.3 Any suspension or demotion - five points

5.6 A member's reclassification tenure will include any service period where a disciplinary action has resulted in the temporary elimination of reclassification eligibility.

5.7 Upon the expiration of a temporary elimination period, a member may request elevation to any classification level for which the member meets the tenure requirement provided the member has occupied each preceding classification level for a minimum period of twelve consecutive calendar months.

Section 6. Permanent Rank Promotions

6.1 Eligibility requirements

6.1.1 Participation in the Supervisory Field Promotional System, hereinafter Promotional System, shall be restricted to those members who have achieved and hold the permanent classification or rank of Senior Trooper, Trooper First Class, Corporal, Sergeant, First Sergeant or Second Lieutenant.

a. Senior Troopers, Troopers First Class and Corporals may request promotion to the rank of Sergeant.

b. Sergeants may request promotion to the rank of First Sergeant.

c. First Sergeants may request promotion to the rank of Second or First Lieutenant.

d. Second Lieutenants may request promotion to the rank of First Lieutenant.

6.1.2 To participate in the Promotional System, the member must meet the basic eligibility requirements as required by Section 3.5 of this rule. Additionally, any Senior Trooper, Trooper First Class or Corporal must obtain a minimum score of .75 on Productivity Evaluations completed for the twelve month period preceding the initiation of a promotional cycle or must submit a petition of justification if a score of .75 is not achieved or the member is assigned to a Support Specialist position.

6.1.3 The Promotional Standards Officer will notify all members of the requisite rank or classification when a promotional cycle has been initiated and will provide to those members forms to request promotional consideration.

6.2 Composite Score

6.2.1 Members who participate in the Promotional System shall receive a composite score as determined by a competitive process, the member's level of achievement in division tenure and education and the recommendation or evaluation by the member's supervisors.

6.2.2 The maximum attainable composite score shall be 99.98 points with the determination of points made as follows:

a. Evaluation Board - The member may receive up to 35 points for his performance before the Evaluation Board.

b. Promotional Examination - The member will receive 1 point for each whole percentile achieved over 75 percent on the written examination.

c. Supervisory Evaluation or Recommendation - Members who hold the rank of Sergeant, First Sergeant or Second Lieutenant and who serve in supervisory positions will receive 1.5 points for each evaluation point awarded over 22 on the supervision section of the member's most recent semi-annual evaluation report. Members who hold the rank of Senior Trooper, Trooper First Class, or Corporal will receive a maximum total of 15 points for the recommendations of first, second and third level supervisors.

d. Longevity - The member will receive 1 point for each year of service from six to twenty years, inclusive.

e. Education - The member will receive .075 point, not to exceed 9.98 points, for each certified college semester hour or each five cumulative days of successfully completed schools authorized or sanctioned by division special order.

### 6.3 Initiation of Promotional Cycle

6.3.1 The Superintendent may initiate a promotional cycle when one or more of the following conditions exist:

a. An insufficient number of candidates remain on a current promotional list to fill division vacancies;

b. A number of members, equal to or greater than 10% of the number remaining on the current list, reach a tenure requirement that would permit their participation in the Promotional System; and/or

c. The current promotional list has been active for at least twelve calendar months.

### 6.4 Creation of Selection and Review Board/Duties

6.4.1 The Selection and Review Board is created and shall consist of six voting members, a non-voting recorder and a chairman who shall only vote in cases of tie.

a. The board shall meet at the direction of the Superintendent.

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b. The voting members shall be two members of the Non-Supervisory Rank Classification System and one member of each of the supervisory ranks of Sergeant, First Sergeant, and Second Lieutenant, all of whom shall be drawn by blind lot by the Superintendent or a member of the Senior Staff from a list of members of the applicable classification or supervisory rank determined by the Superintendent to be eligible to participate in the Promotional System and a member of the First Lieutenant rank who shall be drawn from a list of all First Lieutenants in the division.

c. Each voting member shall have equal voting privileges and all actions of the board shall be by majority decision.

d. The board chairman shall be appointed by the Superintendent from the senior staff, and a recorder shall be selected at the direction of the Superintendent to record the actions of the board.

e. A member who is selected for inclusion on this board may not vote on any issue of his personal promotion, and any member so affected shall be recused from any deliberations concerning such issue.

f. The voting members of this board shall serve a minimum term of twelve consecutive months unless the member is unable to serve due to illness, injury, promotion, demotion, suspension or other cause.

g. In instances where a member cannot fulfill the original term of the board, the Superintendent shall appoint another member of equal rank or classification to fulfill the term.

h. Prior to assuming the duties of the board, each member shall be administered the following oath by the Superintendent:

"I, \_\_\_\_\_, do solemnly swear  
(or affirm) that I will, without  
prejudice or partiality, perform the  
duties hereby imposed upon me as a  
member of this board."

i. The Personnel Director and the Inspector, or those persons designated by the Superintendent, shall appear before the board, upon request of the board, for the purpose of providing specific information concerning an individual member's personnel and disciplinary records necessary for determining promotional scores or eligibility.

#### 6.4.2 Duties

a. The board shall have responsibility for selecting three members of each Evaluation Board as provided for by Section 6.5.1c and d of this rule, reviewing the eligibility of applicants for promotion, determining individual promotional category scores, reviewing applicant petitions of justification, reviewing all supervisory recommendations and non-recommendations and determining individual positions of applicants on the rank ordered promotional list.

b. The board shall communicate with the Reclassification Boards within the Career Progression System and shall present annually to the Superintendent a review of the Career Progression System listing identified problems with suggestions for corrective action.

c. Following the board's evaluation of applicant members' eligibility for supervisory rank promotions, the board will individually transmit to every affected member the results of their individual eligibility or petition of justification reviews. Such transmittals shall be made following the review of eligibility requirements or petitions of justification with a second transmittal following the completion of the competitive testing procedures.

#### 6.5 Evaluation Boards

6.5.1 The Superintendent shall determine the number of required Evaluation Boards and such Evaluation Boards shall meet at the direction of the Selection and Review Board and shall individually and independently score each eligible candidate appearing before the board.

a. Each Evaluation Board shall consist of five members.

b. Two members shall be appointed by the Superintendent and shall hold the permanent rank of First Lieutenant or the appointed rank of Captain or greater.

c. One member shall be selected by the Selection and Review Board and shall be equal in rank to the position under consideration and must be eligible to participate in the Promotional System as determined by the Superintendent.

d. One member shall be selected by the Selection and Review Board and shall be recruited from a State Police or Highway Patrol agency from another state, and such member shall hold a supervisory rank equal to or greater than that under consideration.

e. One member shall be selected by the Selection and Review Board and shall be recruited from a non-law enforcement profession.

f. Each Evaluation Board shall serve a term as determined by the Selection and Review Board.

g. No Evaluation Board member may serve for consecutive promotional cycles for any single rank.

#### 6.6 Rank Ordered Promotional List

6.6.1 Members participating in the Promotional System shall be rank ordered on a promotional list according to the member's composite score as established under Section 6.2 of this rule.

6.6.2 The Selection and Review Board will submit to the Superintendent the rank ordered promotional listing of members eligible and qualified for supervisory promotion following notification from any Supervisory Field Promotions Appellate Board as established under Section 10 of this rule that any and all appeals have been completed.

#### 6.6.3 Identical Composite Scores/Tiebreakers

a. If two members requesting consideration for promotion to the rank of Sergeant have achieved identical composite scores, the member with the highest rank classification will be ranked highest. If both members are of the same classification, the length of time in classification and then length of time in service will be used as a tiebreaker.

b. If two members requesting consideration for promotion to a position with a designated rank of First Sergeant or Second Lieutenant have achieved identical composite scores, time in rank and then time in service will be used as the tiebreaker.

c. If two members requesting consideration for promotion to a position with a designated rank of First Lieutenant have achieved identical composite scores, any Second Lieutenant shall be ranked ahead of any First Sergeant, then time in rank and time in service will be used as the tiebreaker.

6.6.4 Such rank ordered promotional list shall be affirmed as follows:

"The Selection and Review Board, acting under oath and having considered the individual qualifications and accomplishments of all applicants, finds, by majority decision, that the member(s) named on the attached rank ordered promotional list are qualified to assume the duties and responsibilities of the rank indicated and recommends said member(s) be considered for promotion to the indicated rank."

6.6.5 Such rank ordered promotional list shall be filed by the Superintendent and shall be maintained until such time as the list is expired by the Superintendent and a new list is created as provided in this rule.

6.7 Selection for Promotion

6.7.1 In order to be promoted, a member must be available for any assignment anywhere in the State that the Superintendent determines will be in the best interest of the division.

6.7.2 Promotions within the West Virginia State Police shall only be made by the Superintendent when positions become vacant. When making promotions, the Superintendent shall select a member from the rank ordered promotional list as certified by the Selection and Review Board and whose final composite score is equal to or higher than the final composite score of the third highest ranking member who is willing and available to accept such promotion.

6.7.3 Should a member elect to not accept a promotion when offered, the member shall remain on the rank ordered promotional list and will remain eligible for subsequent promotions, subject to the provisions of Section 6.7.2 of this rule, without penalty for the duration of the rank ordered promotional list.

6.7.4 Any member selected for and accepting a permanent rank promotion will be required to successfully complete a six-month probationary period.

Section 7. Non-Supervisory Rank Reclassifications

7.1 Eligibility Requirements

7.1.1 All members permanently assigned to the field operations force and who have completed the basic State Police entry-level training program shall be eligible for participation in the Non-Supervisory Rank Classification System and will be classified as Troopers following receipt of a field assignment.

7.1.2 To participate in the Non-Supervisory Rank Classification System, the member must meet the basic eligibility requirements as required by Section 3.5 of this rule. Additionally, the member must obtain a minimum score of .75 on Productivity Evaluations completed for the twelve month period preceding reclassification consideration or must submit a petition of justification if a score of .75 is not achieved or the member is assigned to a Support Specialist position.

7.1.3 A member's eligibility for reclassification will be automatically considered following completion of the following years cumulative service to the division, provided the member has not received a reduction in classification or reclassification denial.

- a. Senior Trooper - 3 years
- b. Trooper First Class - 8 years
- c. Corporal - 14 years

7.1.4 A member who receives a reduction in classification or reclassification denial is required to file a petition for reclassification.

7.1.5 Members who participate within the Non-Supervisory Rank Classification System and who meet or exceed the minimum established reclassification and tenure requirements will be reclassified.

7.1.6 A member who does not meet the minimum established reclassification requirements will be required to wait a minimum of six months before filing a petition for reclassification, provided that if reclassification was denied due to tenure, a member may file a petition immediately upon achieving the required tenure.

7.2 Creation of Non-Supervisory Rank Reclassification Board/Duties

7.2.1 The Non-Supervisory Rank Reclassification Board is created and shall consist of five voting members and a non-voting recorder.

- a. The board shall meet at the direction of the Superintendent.

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- b. The board members shall be two members of the senior staff as selected by the Superintendent; the Personnel Director; and two members and two alternates, drawn by blind lot by the Superintendent, with one member and one alternate drawn from the commissioned ranks of First Lieutenant and Second Lieutenant and one member and one alternate drawn from the non-commissioned officer ranks of First Sergeant and Sergeant. Should the Personnel Director be unavailable to serve or if the position of Personnel Director should be vacant or eliminated, the Superintendent shall select a member to occupy that board position.
- c. Each board member shall have equal voting privileges and all actions of the Reclassification Board shall be by majority decision.
- d. The most senior highest ranking officer will serve as chairman, and a recorder shall be selected at the direction of the Superintendent to record the actions of the board.
- e. In instances where a board member drawn from the commissioned or non-commissioned officer ranks is within a candidate's direct supervisory chain, that board member will be recused and replaced by an alternate during the affected candidate's review.
- f. The members of the board, except the Personnel Director who shall be a permanent member, shall serve a minimum term of twelve consecutive months unless a member is unable to serve due to illness, injury, promotion, demotion, suspension or other cause.
- g. The alternate shall fulfill the term in all instances where a member cannot fulfill the original term of the board.
- h. The Inspector, or other person designated by the Superintendent, shall appear before the Reclassification Board for the purpose of providing specific information concerning individual members' disciplinary records necessary for determining eligibility.
- i. Prior to assuming the duties of the Reclassification Board, each member shall be administered the following oath by the Superintendent:

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will, without prejudice or partiality, perform the duties hereby imposed upon me as a member of this board."

#### 7.2.2 Duties

- a. The Reclassification Board will verify a member's eligibility in the areas of longevity, productivity, evaluation, general knowledge examination, physical fitness and discipline.
- b. The Reclassification Board will review all petitions for reclassification and all petitions of justification and will determine eligibility.
- c. The Reclassification Board shall individually transmit to every affected member the results of individual eligibility and petition reviews.
- d. The Reclassification Board shall have responsibility for identifying deficiencies in the Non-Supervisory Rank Classification System and for communicating these deficiencies with suggestions for remedial action to the Selection and Review Board of the Supervisory Field Promotional System.

#### 7.3 Reclassification Recommendations

7.3.1 Upon verifying a member's eligibility, the Reclassification Board will submit to the Superintendent a recommendation for reclassification.

7.3.2 Such reclassification recommendation shall be affirmed as follows:

"The Reclassification Board, acting under oath and having considered the individual qualifications and accomplishments of all member(s) submitted to this board, finds, by majority decision, that the member(s) named on the attached list have met or exceeded the minimum eligibility requirements for reclassification to the non-supervisory rank indicated and recommends said member(s) be reclassified to the indicated non-supervisory rank."

7.3.3 Such affirmation shall be filed by the Superintendent and shall be maintained for a minimum period of one year.

## Section 8. Criminalist Reclassifications

### 8.1 Eligibility Requirements

8.1.1 All members permanently assigned to the forensic laboratory shall be eligible for participation in the Criminalist Classification System, and all such members with less than one year service within the forensic laboratory shall be classified as Criminalist I.

8.1.2 To participate in the Criminalist Classification System, the member must meet the basic eligibility requirements as required by Section 3.5 of this rule, and the member must receive a valid recommendation for reclassification from each applicable supervisory level as determined by the Reclassification Board. Additionally, the member must obtain a minimum score of .75 on Productivity Evaluations completed for the twelve month period preceding reclassification consideration or must submit a petition of justification if a score of .75 is not achieved or the member is assigned to a Support Specialist position.

8.1.3 A member may file a petition for reclassification upon completion of the following years cumulative service within the forensic laboratory. Such service shall be inclusive of the member's basic training.

- a. Criminalist II - one
- b. Criminalist III - three
- c. Criminalist IV - five
- d. Criminalist V - eight
- e. Criminalist VI - ten

8.1.4 A member who receives a reduction in classification or a reclassification denial is required to refile a petition for reclassification.

8.1.5 A member who does not meet the minimum established reclassification requirements will be required to wait a minimum of six months before refiling a petition for reclassification, provided that if reclassification was denied due to tenure, a member may file a petition immediately upon achieving the required tenure.

8.1.6 Members who participate within the Criminalist Classification System and who meet or exceed the minimum established reclassification and tenure requirements will be reclassified.

8.2 Section Heads

8.2.1 A member may be appointed as Section Head by the Superintendent to assume direct supervisory and administrative responsibility for a specific laboratory section. A member so appointed will receive a temporary criminalist classification designation that is one level above his permanent classification. A temporary criminalist classification as authorized by this section may not exceed Criminalist VII.

8.3 Creation of Criminalist Reclassification Board/Duties

8.3.1 The Criminalist Reclassification Board is created and shall consist of five voting members and a non-voting recorder.

a. The board shall meet, at the direction of the Superintendent, following a reclassification request by a member of the Criminalist System.

b. The board members shall include the Officer in Charge of Support Services, the Director of the Forensic Laboratory and the Personnel Director as permanent members and two members and two alternates, drawn by blind lot by the Superintendent from all members of the Criminalist System who will not become eligible for reclassification during the term of the board. Should the Director of the Forensic Laboratory and/or the Personnel Director be unavailable to serve or if either or both positions should be vacant or eliminated, the Superintendent shall select a member or members to occupy any such vacancies.

c. Each member shall have equal voting privileges and all actions of the Reclassification Board shall be by majority decision.

d. The Officer in Charge of Support Services shall serve as Chairman and a recorder shall be selected at the direction of the Superintendent to record the actions of the board.

e. In instances where a board member drawn from the Criminalist System is within a candidate's direct supervisory chain, that board member will be recused and replaced by an alternate during the affected candidate's review.

f. The members of the board, except the Officer in Charge of Support Services, the Director of the Forensic Laboratory and the Personnel Director who shall serve as permanent members, shall serve a term of twelve consecutive months unless the member is unable to serve due to illness, injury, promotion, demotion, suspension or other cause.

g. The alternate shall fulfill the term in instances where a member cannot fulfill the original term of the board.

h. The Inspector or other person designated by the Superintendent shall appear before the Reclassification Board with specific information concerning individual members' disciplinary records necessary for determining eligibility.

i. Prior to assuming the duties of the Reclassification Board, each member shall be administered the following oath by the Superintendent:

"I, \_\_\_\_\_, do solemnly swear  
(or affirm) that I will, without  
prejudice or partiality, perform  
the duties hereby imposed upon me  
as a member of this board."

#### 8.3.2 Duties

a. The Reclassification Board will verify a member's eligibility in the areas of criminalist tenure, productivity evaluation, general knowledge examination score, physical fitness, discipline and supervisory recommendations.

b. The Reclassification Board will review all petitions for reclassification and all petitions of justification and will determine eligibility.

c. The Reclassification Board shall individually transmit to every affected member the results of individual eligibility and petition reviews.

d. The Reclassification Board shall have responsibility for identifying deficiencies in the Criminalist Classification System and for communicating these deficiencies with suggestions for remedial action to the Selection and Review Board of the Supervisory Field Promotional System.

### 8.3.3 Reclassification Recommendations

a. Upon verifying a member's eligibility, the Reclassification Board will submit to the Superintendent a recommendation for reclassification.

b. Such reclassification recommendation shall be affirmed as follows:

"The Reclassification Board, acting under oath and having considered the individual qualifications and accomplishments of the member(s) requesting reclassification, finds, by majority decision, that the member(s) named on the attached recommendation have met or exceeded the minimum eligibility requirements for reclassification to the Criminalist Classification indicated and recommends said member(s) be reclassified to the indicated Criminalist Classification."

c. Such affirmation shall be filed by the Superintendent and shall be maintained for a minimum period of one year.

## Section 9. Administrative Support Specialist Reclassifications

### 9.1 Eligibility Requirements

9.1.1 All members assigned to Support Specialist positions, shall be eligible for participation in the Administrative Support Specialist Classification System, provided such members have successfully completed a one-year probationary period within a specific support specialist position.

9.1.2 A member shall not advance within the administrative support specialist classification system to a level that exceeds the maximum classification level established for that position.

9.1.3 A member may file a petition for reclassification to the next applicable classification level following each twelve months of continuous service as a support specialist.

9.1.4 A member requesting reclassification must submit a petition for reclassification to the Support Specialist Reclassification Board. Such petition shall take such form as required by the Superintendent.

9.1.5 A member requesting reclassification must meet the basic eligibility requirements as required by Section 3.5 of this rule.

9.1.6 A member who is denied reclassification or promotional eligibility within the member's permanent career progression system shall not be eligible for reclassification within the Administrative Support Specialist Classification System until such time as the member achieves eligibility within the permanent system.

9.1.7 A member who receives a reduction in classification or reclassification denial is required to refile a petition for reclassification.

9.1.8 A member who does not meet the minimum established reclassification requirements will be required to wait a minimum of six months before refiling a petition for reclassification, provided that if reclassification was denied due to tenure, a member may file a petition immediately upon achieving the required tenure.

9.2 Creation of Administrative Support Specialist Reclassification Board/Duties

9.2.1 The Administrative Support Specialist Reclassification Board is created and shall consist of five voting members and a non-voting recorder.

a. The board shall meet, at the direction of the Superintendent, following a reclassification request by a member of the Administrative Support Specialist System.

b. The board members shall be three members of the senior staff as selected by the Superintendent, the most senior ranking officer assigned to the Training Academy and the Personnel Director.

c. Should the Personnel Director submit a petition for reclassification or otherwise be unavailable to serve, or if the position of Personnel Director should be vacant or eliminated, the Superintendent shall select a member to occupy that board position.

d. Each board member shall have equal voting privileges and all actions of the Reclassification Board shall be by majority decision.

e. The most senior highest ranking officer will serve as chairman, and a recorder shall be selected at the direction of the Superintendent to record the actions of the board.

f. The members of the board selected by the Superintendent shall serve a minimum term of twelve consecutive months unless a member is unable to serve due to illness, injury, promotion, demotion, suspension or other cause.

g. In all instances where a board member cannot fulfill the original term of the board, the Superintendent shall appoint a member of the senior staff or a member of the Administrative Support Specialist Classification system to fulfill the term.

h. The Inspector, or other person designated by the Superintendent, shall appear before the Reclassification Board for the purpose of providing the board with specific information concerning individual member's disciplinary records necessary for determining eligibility.

i. Prior to assuming the duties of the Reclassification Board, each member shall be administered the following oath by the Superintendent:

"I, \_\_\_\_\_, do solemnly swear  
(or affirm) that I will, without  
prejudice or partiality, perform the  
duties hereby imposed upon me as a  
member of this board."

#### 9.2.2 Duties

a. The Reclassification Board will verify a member's eligibility in the areas of support specialist tenure, general knowledge examination score, physical fitness, discipline and supervisory recommendations.

b. The Reclassification Board will review all petitions for reclassification and will determine eligibility.

c. The Reclassification Board shall individually transmit to every affected member the results of individual eligibility and petition reviews.

d. The Reclassification Board shall have responsibility for identifying deficiencies in the Administrative Support Specialist Classification System and for communicating these deficiencies, with suggestions for remedial action, to the Selection and Review Board of the Supervisory Field Promotional System.

#### 9.3 Reclassification Recommendations

9.3.1 Upon verifying a member's eligibility, the Reclassification Board will submit to the Superintendent a recommendation for reclassification.

9.3.2 Such reclassification recommendation shall be affirmed as follows:

"The Reclassification Board, acting under oath and having considered the individual qualifications and accomplishments of the member(s) requesting reclassification, finds, by majority decision, that the member(s) named on the attached recommendation have met the eligibility requirements for reclassification to the Support Specialist Classification indicated and recommends said member(s) be reclassified to the indicated Support Specialist Classification."

9.3.3 Such affirmation shall be filed by the Superintendent and shall be maintained for a minimum period of one year.

## Section 10. Career Progression Appeals

### 10.1 General Provisions

10.1.1 Members shall have the right to review and appeal any adverse decision concerning their eligibility for promotion or reclassification within any sub-system of the Career Progression System by appearing before or submitting written argument to the applicable appellate board.

10.1.2 In instances where a member is denied participation in the Supervisory Field Promotional System or denied reclassification eligibility in any other subsystem, due to a deficient Productivity Evaluation, the member may relinquish his right to appeal and may file a petition of justification.

10.1.3 Members who participate within any sub-system of the Career Progression System that requires a written examination shall be permitted to review the examination answer key immediately following the scoring and recording of the examination. Such review shall be conducted by the test administrator or other person designated by the Superintendent.

10.1.4 Members who participate within the Supervisory Field Promotional System shall be notified in writing of their individual numerical values awarded for promotional consideration and shall be entitled to review and appeal any numerical value presented by the Selection and Review Board as representation of the member's individual score for longevity, educational achievement, supervisory evaluation or recommendation, or Evaluation Board score.

10.1.5. A member must file a Notice of Intent to Appeal with the applicable appellate board within 15 days following any decision issued by a Selection and Review or Reclassification Board, and the appellate board must render a decision within 5 days following the review of any appeal. Any such notice must include the member's standing for appeal.

## 10.2 Creation of Appellate Boards/Duties

10.2.1 Separate and distinct appellate boards shall be created to address member appeals generated within each sub-system of the Career Progression System.

a. The Supervisory Field Promotions Appellate Board and the Non-Supervisory Rank Reclassifications Appellate Boards shall each be comprised of five members. Each board shall be drawn by blind lot by the Superintendent or a member of the senior staff, with one member being drawn from each of the supervisory ranks of Sergeant, First Sergeant, Second Lieutenant and First Lieutenant and one member being drawn from the non-supervisory ranks of Senior Trooper, Trooper First Class and Corporal, with one alternate drawn for each board position, provided that members participating within the Criminalist Classification System shall not be eligible for selection to this board.

b. The Criminalist Reclassifications Appellate Board shall be comprised of three members and one alternate drawn by blind lot by the Superintendent or a member of the senior staff from all members of the Criminalist System.

c. The Administrative Support Specialist Reclassifications Appellate Board shall be comprised of five members and two alternates drawn by blind lot by the Superintendent or a member of the Senior Staff from the Administrative Support Specialist Classification System, provided that any member shall be withdrawn from such board and replaced by an alternate, if the member receives a transfer that results in the loss of support specialist designation.

d. Each board member shall have equal voting privileges and all actions of any board shall be by majority decision.

e. Each appellate board shall select a member to serve as board chairman and a recorder shall be selected at the direction of the Superintendent to record the actions of the board.

f. Any member submitting an appeal to any appellate board to which he has been selected shall be prohibited from participation on such board and will be replaced by an alternate for the duration of the board's term.

g. All members who are responsible for completing or reviewing any recommendation, evaluation, examination or other such issue that directly effects the eligibility for reclassification or promotion of any member submitting an appeal to any appellate board to which he has been selected shall be temporarily recused from the appellate board and replaced by the alternate for any board deliberations or other actions concerning that appeal.

h. In any instance where a board chairman is removed, recused or otherwise unable to serve for all or part of any appellate board term, the affected board shall select a member of the board to act as board chairman in the chairman's absence.

i. Should there be insufficient alternates available to comprise a complete appellate board, the Superintendent shall select the necessary alternates from the appropriate ranks or classifications.

j. Prior to assuming the duties of any appellate board, created under the provisions of this section, the following oath shall be administered by a notary public:

"I, \_\_\_\_\_, do solemnly swear  
(or affirm) that I will, without  
prejudice or partiality, perform the  
duties hereby imposed upon me as a  
member of this Appellate Board."

#### 10.2.2 Duties

a. Each appellate board shall review all appeals submitted to it and shall determine the merit of the appeal and will dismiss, as provided for by Section 10.3.2a of this rule, any appeal found to be without standing.

b. The appellate boards will review every appeal found to be meritorious and shall determine the validity of arguments or evidence presented.

c. The board will make a determination as provided for by Section 10.3.2b or 10.3.2c of this rule as to the correctness of the decision or issue of appeal after weighing the facts presented and will issue a decision to sustain or reverse the original decision or issue.

10.3 Authority of Appellate Boards/Determination to be Made

10.3.1 Each appellate board shall have the authority to review all appeals submitted to it and to issue summary dismissal of any and all such appeals that are absent standing for appeal or are otherwise determined by the board to be invalid and without merit.

10.3.2 A written determination by the appellate board shall be issued following each review, and such determination shall specify one of three decisions as follows:

a. The appeal has been summarily dismissed (in which case, the reason for dismissal shall be indicated);

b. The decision of the Selection and Review Board or Reclassification Board, as appropriate, has been sustained (in which case, the member's eligibility status or promotional score will remain unchanged); or

c. The decision of the Selection and Review Board or Reclassification Board, as appropriate, has been reversed (in which case, the member's eligibility is reinstated or promotional score is changed to reflect the findings of the Appellate Board).

10.3.3 All decisions of an appellate board shall be final and not subject to appeal for judicial review.