

State Police Commission

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General Circular No. 90

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In Re: State Police Promotional Testing

The purpose of this General Circular is to update the status of development of new promotional examinations. We are considering either Cooperative Personnel Services or Aon Consulting for development of a Sergeants' examination. Final selection will be made shortly.

Development of a new Sergeants' examination will result in use of a custom examination, similar to the one we now use. We will continue to use State Police Procedural Orders, Titles 14 and 32, police management and police supervision textbook items in developing questions.

The written examination may be ready for administration approximately twenty weeks from the initiation of the job analysis, which will be conducted on-site by the testing firm. The consulting team will use current officers in this process. As part of the job analysis, the following will occur:

- * Observation of Sergeants during a typical duty shift by members of the consulting team.
- * Development of Sergeant task and activity statements, and knowledge, skill and ability statements. They will include these items on a questionnaire.
- * Questionnaires will be administered to incumbent Sergeants, and their direct supervisors, which will include Lieutenants.

The results of the questionnaire will determine the following:

- * Which tasks and activities are judged to be "important" or "critical" to successful performance as a Sergeant.
- * Which knowledges, skills and abilities are judged to be "important" or "critical" to performance as a Sergeant.
- * Which knowledges, skills and abilities are required to be present upon appointment as a Sergeant, versus those acquired through training or experience after appointment.

These analyses will result in a "job specification" that defines the potential content of examination materials.

In summary, the job analysis will produce a listing of knowledges, skills and abilities that can be considered as topics for development and examination content. The job analysis will set a firm basis for the content validity of the examination, in that the knowledge, skill or ability statements included in the job specification are shown to be:

- * "Important" or "critical" to overall performance;
- * Required at time of appointment; and
- * Related to completion of specific, important tasks and activities.

Development of this examination will cost approximately \$90,000. Administration cost of the examination will be approximately \$200.00 per candidate yearly. I am attempting to secure additional funds for this project during the current legislative session, by way of amendments or other fiscal avenues.

Upon completion of the development of the examination, the new examination will be administered to all Sergeant applicants. Promotional testing for Sergeants will occur yearly, and we will test all applicants competing for Sergeant promotions each year. All old scores will become invalid. Each year we will require that all candidates participate in the examination process.

Study materials for the new examination will be forthcoming, after the completion of the job analysis. Ample study time will be available between development and administration of the examination. For the September 1998 Sergeants' examination, we will use a parallel version of the examination currently used, with no changes to the study materials. Once the Sergeants' examination is completed, the Lieutenants' examination will be next exam for development, followed by the Captains' examination.

Sincerely,

Debra L. Johnson

Debra L. Johnson
Director