



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure # 1.225

### Promotional Process for POST-Certified Positions

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<p><b>Authority:</b>          Wyoming Statute(s): 19-14-102;          25-1-104;          25-1-105.           ACA Standard(s): 4-4057;          4-4058.          2-CO-1C-13</p>	<p><b>Effective Date:</b> December 1, 2016  <b>Revision/Review</b> 01/04/16  <b>History:</b> 9/15/14</p>
<p><b>Cross Reference of Policy:</b>          P&amp;P #1.200, <i>Employment of Ex-Offenders</i>; P&amp;P #1.204, <i>Drug Free Workplace Program</i>; P&amp;P 1.206, <i>Recruitment and Selection for POST-Certified Positions</i>; P&amp;P #1.224, <i>Employee Transfers</i>; P&amp;P #1.226, <i>Recruitment, Selection &amp; Onboarding of WDOC Employees</i>.</p>	<p><b>Summary of Revision/Review:</b>          Establishes a new policy and procedure for the promotion process for POST-Certified positions.</p> <p><b>Supersedes Existing Policy :</b></p>
<p><b>Approved:</b></p> <p style="text-align: center;"> <span style="margin-right: 200px;">R.O. Lampert</span> <span>11-21-16</span> </p> <hr/> <p style="text-align: center;"> <span style="margin-right: 200px;">Robert O. Lampert, Director</span> <span>Date</span> </p>	

**REFERENCE**

1. **ATTACHMENTS**
  - A. WDOC Form #121.1, *Disqualification Criteria: Correctional Officer*
2. **OTHER**
  - A. *State of Wyoming Personnel Rules*. Department of Administration and Information, Human Resources Division.



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## I. PURPOSE

- A. The purpose of this Policy and Procedure is to standardize the promotion process within the Wyoming Department of Corrections for the *Peace Officer Standards and Training* (POST) certified ranks of Corporal through Major to ensure fair and consistent methods are used in the selection process and to establish a separate process for Captain and Major selections.

## II. POLICY

- A. **Promotion on Merit and Qualification.** It is the policy of the Wyoming Department of Corrections (WDOC) that all personnel covered by merit systems, civil service regulations, or union contracts are selected, retained and promoted on the basis of merit and specified qualifications. New employees receive credit for their prior training. (ACA 4-4057; 2-CO-1C-13)
- B. **Lateral Entry and Promotion.** It is the policy of WDOC to provide for lateral entry as well as promotion from within the Department. (ACA 4-4058)
1. Anyone with the required education, experience, and background shall be eligible for consideration for a position at the level at which he or she is qualified.
- C. **Standardized Promotion Process.** It is the policy of the WDOC that a specific set of standards be applied during the promotional process. By utilizing a standardized system of tests, interviews and references, the Department shall ensure a fair and consistent hiring practice, resulting in the most qualified corrections professionals being chosen for promotional opportunities.
1. Given the leadership requirements for Majors and Captains, these classifications shall have an open recruitment process which differs from the other POST-Certified positions, as outlined in this policy.
- D. **Interviewee Compensation During the Promotion Process.**
1. Participation in the testing and interview process for promotion is not considered hours worked. Employees must participate on either their day off or use appropriate leave to cover the absence.
  2. The use of a state vehicle to drive to participate in the promotional process is prohibited.



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3. Staff selected for promotion at a facility other than where they are currently assigned is responsible for any moving costs associated with acceptance of the position.

### III. DEFINITIONS

- A. **Intra-Agency Transfer:** *(For this policy only.)* The voluntary reassignment of an employee from one division, facility, office or unit and position number to another division, facility, office or unit and position number. Generally, such transfers are lateral (*i.e.*, within the same job classification).
- B. **Performance Management Instrument (PMI):** *(For this policy only.)* The official process utilized by the State of Wyoming to evaluate and recognize the professionalism of State employees through planning, coaching and review of goals and competencies.
- C. **POST-Certified Positions:** Peace Officer Standards and Training (POST) Certified positions are classified as Correctional Officers, Corporals, Sergeants, Lieutenants, Captains, and Majors.
- D. **Supervisor:** A person who supervises work or the work done by others. Supervisors have the day-to-day responsibility for what goes on in the workplace. They are responsible for ensuring work is accomplished and employees they supervise meet established performance standards as defined by policy and documented through performance evaluation.
- E. **Supervisory Experience:** *(for this policy only).* Work or professional experience as a supervisor.

### IV. PROCEDURE

- A. **Intra-agency Transfer.** Upon vacancy of a Corporal, Sergeant, or Lieutenant position, Human Resources (HR) staff shall first seek intra-agency transfer in accordance with WDOC Policy #1.224, *Employee Transfers*.
  1. Captain and Major positions are not eligible for intra-agency transfer.
- B. **Recruitment.** Vacant POST-Certified positions not filled through an intra-agency transfer shall be posted for open recruitment of internal and/or external candidates in accordance with the State of Wyoming Personnel Rules and WDOC Policy 1.226, *Recruitment, Selection & Onboarding of WDOC Employees*.



1. Recruitments can be limited to WDOC agency employees only (also known as an internal-only recruitment) upon approval of the CEO.
  2. All interested candidates are required to submit a State of Wyoming Application for the position desired. Only those applicants who meet the minimum qualifications may be considered for testing and interview.
- C. **Eligible List.** Candidates will be evaluated on the following criteria for placement on the eligible list per institution. Candidates who do not meet these criteria will not be placed on the eligible list.
1. **POST-Certification.** A current Wyoming POST-Certification is required to be considered for promotional positions.
    - i. Candidates who are not POST-Certified in Wyoming must satisfactorily complete all pre-offer and post-offer assessments required for POST-Certified positions in accordance with WDOC Policy and Procedure #1.226, *Recruitment, Selection & Onboarding of WDOC Employees* and must be POST-Certified in Wyoming within six (6) months of hire.
  2. **Performance Record.** Candidates must have a satisfactory performance record to be considered for promotion.
    - i. **Performance Evaluation.** Applicants with a needs improvement or unsatisfactory evaluation within the last twelve (12) months will not be considered for promotion.
      - a. A rating of Meets Expectation (2.0) or higher on the employee's Performance Management Instrument (PMI) shall be considered satisfactory performance.
      - b. External candidates must provide current evaluation ratings for at least the last two (2) years. The most current rating must meet the minimum standard of Meets Expectation or higher or its equivalent. If the applicant's current employer does not utilize performance evaluation then the applicant must provide a recommendation for promotion from their current supervisor.
  3. **Disciplinary Record.** Applicants with disciplinary action(s) at the level of a Written Reprimand or higher, within the last twelve (12) months from the date of the application will not be considered for interview.





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- a. 0 – 5 Years: No score
    - b. 5– 10 Years: 3 points
    - c. More than 10 years: 5 points
  - iii. **Supervisory Experience.** Years of experience as a supervisor will be evaluated as follows.
    - a. No experience: No score
    - b. Any non-Criminal Justice supervisory experience: 1 point
    - c. Criminal Justice Supervisory Experience:
      - (1) Current – 2 Years: 2 points
      - (2) 2 – 4 Years: 3 points
      - (3) More than 4 Years: 5 points
- 3. **Contributions to the Agency.** Candidates who have actively participated and contributed to the mission of the facility and/or the agency have demonstrated characteristics needed for supervisory and leadership positions. Candidate’s contributions will be evaluated on the following criteria.
  - i. Participation in any specialty team (For example, SORT, CERT, EP, CN or equivalent for external applicants): 2 points total (not for each).
  - ii. Participation on any Agency Programs or committees (For example, RAIT, Institutional Committees or special projects): 1 point total (not for each).
  - iii. Agency awards or recognitions. (For example, Officer of the Quarter, Perfect Attendance): 1 point total (not for each award).
- 4. **P.O.S.T. Certification.** Preference points will be given for current active P.O.S.T. certification in Wyoming or a reciprocal state with one (1) point given for advanced level certification and two (2) points given for professional level certification.
- 5. **Certified Correctional Professional.** Two (2) preference points will be given to applicants holding a current active professional certification by the American Corrections Association.
- 6. **Veterans Preference Points.** The use of Veterans Preference Points shall be in accordance with W.S. 19-14-102.





3. Candidates who obtain a minimum passing score or higher on the REACT Promote will have those points included in the combined point total for promotion consideration. Candidates who have not taken the REACT Promote test at the time of combined scoring, and those who have failed to obtain a minimum passing score on the REACT Promote test within the past twelve (12) months, will have a score of zero (0) added to other scores in determining the combined point total for promotion consideration.
  4. Qualified applicants for promotion who have not previously taken the promotional exam, or who have not already exceeded the number of retests permitted for the year, will be eligible to complete the promotional exam.
  5. Servicing HR shall maintain a list of all tested applicants, their scores and their pass/fail status.
    - i. REACT Promote test scores are valid for twelve (12) months from the date of the test.
      - a. Candidates are eligible for one (1) retest in the twelve (12) month period from the initial test.
        - (1) Candidates who do not receive a minimum passing score may not re-test for the current promotional opportunity. A re-test may only be applied to future promotional opportunities.
      - b. Candidates will be notified of their scores in writing within ten (10) working days of the test.
      - c. The candidate's highest score from promotional exam(s) taken within twelve (12) months of the selection process will be used in determining the combined score.
- G. Writing Assessment.** Applicants will be required to complete a writing assessment. Writing assessments will receive a pass/fail score. Writing skills are reviewed for observation skills, accuracy and basic writing competencies.
- i. Candidates who receive a pass score on the writing assessment will be given an additional five (5) points to determine their total combined score.



- ii. Candidates who receive a fail score on the writing assessment will not be given any additional points towards their final combined score.

**H. Combined Scores:** HR will combine the candidates' interview score with the numerical score received on the candidates' most recent REACT Promote examination (actual score received if at the minimum passing score or higher and zero points if not), along with the written assessment results, to determine the candidate's promotion score and ranking.

**I. Selection for Promotion.** The Warden / Administrator shall review all available information from the promotion process for final approval on selection.

1. Each facility, shift and position provides a unique mission, demands and challenges that may not always be the best fit for the highest scoring applicant. Therefore, a suitability interview may be conducted at the Warden's discretion with up to three (3) of the applicants with the highest combined score for each posted position being considered for promotion at the time of the suitability interview. (i.e., If one position is open, up to three (3) of the top scoring applicants may be given a second suitability interview and if two (2) positions are open, up to four (4) of the top scoring applicants may be given a second suitability interview, etc.)
2. Upon completion of the interview process, HR shall inform all interviewed candidates in writing within ten (10) working days of their selection or non-selection.
3. Candidates who do not accept a promotion, will be removed from that facilities promotion list for that year.

**J. Promotional Process for Captain and Major.** Due to the requirements for these positions, the following process will be followed for selection of these positions. Procedures B – C of this policy must be completed prior to the following.

1. **Promotional Packet.** All qualified candidates must complete a promotional packet to include the following:
  - i. A promotional essay of no more than two (2) pages detailing the candidate's accomplishments that have prepared them for promotion as well as why the candidate is seeking to promote;





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or Major dependent upon the institution) shall be approved by the Prison Division Administrator and/or Director.

- i.** A second interview may be conducted at the Warden's/Administration's discretion.
- ii.** Upon completion of the interview process, facility HR shall inform all candidates in writing within ten (10) working days of their selection or non-selection.

**V. TRAINING POINTS**

- A.** How should vacant POST-Certified positions be filled?
- B.** What qualifications must a candidate have to be eligible for promotion?
- C.** What is the promotional process for Corporal, Sergeant and Lieutenant positions?
- D.** TRUE/FALSE: Participation in the testing and interview process for promotion can be considered hours worked.
- E.** TRUE/FALSE: Failure to obtain a minimum passing score on the promotional exam disqualifies an eligible candidate from consideration for promotion.