

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
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PROMOTIONS: GENERAL GUIDELINES			

The purpose of this General Order is to establish promotion program guidelines for the selection of personnel to be promoted to the positions of Sergeant, First Sergeant, Lieutenant, Captain and Major.

- A. **Time in Service** – Is defined as total continuous time in service as a sworn member with the Prince William County Police Department. If the sworn member has separated from the Department and returns within one (1) year, the time accrued prior to the member’s separation will also be calculated for purposes of this section. If the sworn member has separated for a period of longer than one (1) year and returns, the time accrued prior to the separation will not be calculated. Authorized Military Leave is included in computing the length of continuous time, as applicable.

- B. **Time in Grade** – Is defined as the length of consecutive time that a member must serve at a particular rank in order to be eligible for promotion to the next higher rank. When a member is demoted, the member’s time in grade at the lower rank will be calculated from the effective date of the demotion. Authorized Military Leave is included in computing the length of consecutive time, as applicable.

- C. **Eligibility List** – Is defined as a listing of all aspirants who participated in the promotion program. Placement on the eligibility list will be rank-ordered and based on each aspirant’s final score on the assessment center. Eligibility lists will normally be valid for a period of two (2) years. Eligibility lists for the rank of Captain will be valid for one (1) year. The effective dates and the expiration dates will be included as part of the promotion program announcements. The expiration dates for eligibility lists may be extended upon just cause as determined by the Chief of Police.

- D. **Certified Eligibility List** – For Sergeant, it is defined as an alphabetical listing of the top twenty (20) aspirants from the eligibility list. For the ranks of First Sergeant, Lieutenant, and Captain, the certified list will be an alphabetical listing of the top ten (10) aspirants from the eligibility list. All of the aspirants on the certified list will be considered as equal. A certified list will be prepared and presented to the Chief of Police at the completion of each promotion program process, and each time a promotion is made from a certified list.
 - 1. Aspirants whose names appear on the certified list during the first year of the eligibility list may not necessarily be on the certified list during the second year. This is due to the fact that additional aspirants could be eligible for the second year because the minimum time in service requirement has been met by the dates as provided in the promotion program announcement of the second year, and whose scores result in the “bumping” of aspirants from the first year’s postings.

2. In the event of a tie score at the last position on a certified eligibility list, the list will be expanded to accommodate the aspirants involved in the tie.
 3. At the time the certified list is presented to the Chief of Police, each aspirant whose name appears on the list will be notified that their name is on the list.
- E. **Assessment Center** – Is defined as a standardized evaluation of behavior based on multiple inputs. Multiple trained observers and techniques are utilized in the process. Judgments about behavior are made, in part, from specially developed assessment simulations. These judgments are pooled by the assessors at an evaluation meeting(s) during which the assessment data is reported and discussed by the assessors. The purpose of the Assessment Center is to evaluate the promotional potential of each candidate.
- F. **Promotion Review Committee** – Is defined as the standing committee appointed by the Chief of Police. The committee will be composed of representatives from each division and will have at least one member at each rank, from officer through lieutenant. The role of the committee is to provide advice and assistance to the Support Services Division Commander in the role as the Administrator of the Department's promotion programs. The Support Services Division Commander, or designee, will serve as the committee's Chairperson and convene meetings as may be appropriate.
- G. **Announcement** – Is defined as a written document that provides notice that the promotion process for a specific position will be conducted. It will provide a basic description of the position, duties, responsibilities, skills, knowledge and abilities required. It will include dates, times and locations for all elements of the process, as may be appropriate, as well as the period for which the eligibility list will be valid. It will also outline the eligibility requirements and provide a basic description of the process that will be used.
- H. **Compensation** – Candidate training time in preparation for the Assessment Center is voluntary and not compensable. All personnel who are on-duty when they participate in the Written Examination for Sergeant and the Assessment Center for Sergeant, First Sergeant, and Lieutenant are considered working during the time spent at the Written Examination and the Assessment Center. Those personnel who attend the Written Examination for Sergeant, and the Assessment Center for Sergeant, First Sergeant and Lieutenant on their time off are granted excess hours that will be paid back in the 28-day cycle or turned into compensatory leave. Excess hours or compensatory time earned for participating in the Written Examination and the Assessment Center must be used before annual leave will be used.