

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
General Order: 9.02	Effective: 12/10/2020	Supersedes: 05/20/2020	Number of Pages: 4
PROMOTIONS: PROMOTION ASSESSMENT CENTER AND PERSONAL HISTORY PORTFOLIO PROCESS			

This General Order identifies the method of skills assessment utilized by the Department for those members who aspire to the rank of Police Sergeant, Police First Sergeant, Police Lieutenant and Police Captain.

A. Notification of Eligibility to Participate in Promotion Assessment Center or Personal History Portfolio process.

1. The Assistant Chief for Support Services, or designee, will issue an announcement to eligible members that the promotion process will take place and how to register.
2. No member will be allowed to participate in the promotion process if they have not registered by the registration deadline.

B. Written Examination (Police Sergeant)

A written examination is required for aspirants to the rank of Police Sergeant. The written examination will be administered as part of the Assessment Center.

C. Assessment Center (Police Sergeant, Police First Sergeant and Police Lieutenant)

1. Aspirants to the rank of Police Sergeant, Police First Sergeant; and Police Lieutenant are required to participate in the Assessment Center.
2. The Assessment Center process will be conducted in accordance with the basic guidelines as listed in the most current publication of the **Standards and Ethical Consideration for Assessment Center Operations.**
3. The Assessment Center process consists of standardized evaluations of behavior, based on multiple observations and multiple observers. Aspirants will be evaluated on information gathered from a number of methods. The Assessment Center exercises may include a variety of simulation-based exercises, such as tactical or operational exercises; role play exercises, including individual and/or group meetings; and administrative-type exercises, such as in-baskets and management written exercises.

D. Assessment Center Guidelines (Police Sergeant, Police First Sergeant and Police Lieutenant)

The following guidelines will be applied to the Assessment Center process:

1. Will measure dimensions, attributes, characteristics, qualities, skills, abilities or knowledge specified in a written job task analysis;
2. Will utilize multiple assessors who will be thoroughly trained prior to participating in the assessment center;
3. Will use techniques designed to provide information which is used in evaluating the dimensions, attributes or qualities previously determined;
4. Will use multiple assessment techniques, at least one of which is a simulation;
5. Will use simulation exercises that will be pre-tested prior to use to ensure that the techniques provide reliable, objective and relevant information and that the exercises are job-related;
6. Will base judgments, resulting in an outcome, on pooled information from assessors and techniques;
7. Will base overall evaluation of behavior, made by assessors, at a separate time from observation of behavior during the exercises;
8. Assessors will receive a written directive announcing the dimensions to be evaluated;
9. Forms will be used by assessors at each stage of the process to record and document their observations.

E. Personal History Portfolio (Police Captain)

1. Aspirants to the rank of Police Captain are required to participate in an ANNUAL Personal History Portfolio process managed by an outside Assessor.
2. The Personal History Portfolio process includes a Job, Knowledge and Skills analysis for all Captain positions and development of the most critical dimensions of these positions.
3. The candidates would then provide a written response to describe their past performance within the dimensions.

F. Results

1. Once the Assessment Center or Personal History Portfolio process is completed, the Assistant Chief for Support Services, or designee, will prepare the eligibility list and notify each aspirant as to their final score and their standing or placement on the eligibility list. Aspirants will receive a written copy of the results, as well as written review of their participation in the promotion program.
2. At the completion of the Assessment Center or Personal History Portfolio process, the Assistant Chief for Support Services, or designee, will prepare a certified eligibility list and

forward it to the Chief of Police. The certified eligibility list will be posted in the Personnel Bureau's office complex, and may be posted at all Department sites, for review by interested personnel. The posted list will not include scores.

3. The Chief of Police has the option to conduct personal interviews, and may review the personnel files and/or individual performance evaluations from participation in the Assessment Center of any or all aspirants on the certified eligibility list. The Chief may also interview supervisors and/or co-workers as part of the final review and selection process.
4. **The Chief of Police may require aspirants to submit a résumé** in accordance with General Order [9.04 Promotions: Professional Assessment Record](#) .
5. After the results are announced and the participants have received their letters, they will be afforded an opportunity to receive feedback regarding their performance.
6. Aspirants who wish to register dissatisfaction with the results of the process are to submit their complaints of dissatisfaction in written form to the Support Services Division Commander within fourteen (14) days of the date of the aspirant's notification letter (note of assessment center results). The Support Services Division Commander will take appropriate action to investigate said complaint(s) and provide a response(s) to the aspirant(s) who filed the complaint(s). The Support Services Division Commander's decision will be final.

G. Selection

The Chief of Police will make selections for promotion to Police Sergeant, Police First Sergeant, Police Lieutenant and Police Captain from the certified eligibility list. The Chief of Police will document and justify the reasons for the selections.

H. Make-up Promotion Assessment Center or Personal History Portfolio Process

Written Examination, Assessment Center and Personal History Portfolio make-up dates will not be allowed. The additional scheduling of assessors, development and testing of new exercises, and the time needed to develop the final scores creates excessive costs in terms of funds expended and staff time. In addition, the use of different exercises would not be fair to the aspirants.

I. Rescheduling of Promotion Assessment Center (Police Sergeant, Police First Sergeant and Police Lieutenant)

Rescheduling of aspirants on the actual test date(s) may be allowed, if possible. Aspirants who fail to arrive on time on the testing date, due to a bonafide medical or other emergency, may be rescheduled if the on-site Written Examination or Assessment Center Administrator (appointed by the Assistant Chief for Support Services) determines the cause of the tardiness was due to a bonafide emergency, and (in consultation with appropriate Assessment Center Staff) that rescheduling can be made without disrupting the remaining schedule or compromising the fairness of the process. The Assessment Center Administrator will notify the aspirant of the

decision in a timely manner. If the aspirant wishes to appeal the decision of the Assessment Center Administrator, the member shall immediately call the Assistant Chief for Support Services, who will review the matter and report the decision to the aspirant and Administrator. This decision will be final.