

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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PROMOTIONS: ELIGIBILITY AND PROCESS FOR SWORN POSITIONS

This General Order pertains to the process and eligibility for sworn supervisory positions. Other civilian positions may carry the title of Sergeant or Lieutenant, but those members are not subject to, nor may they participate in, the process for a sworn supervisory position.

Although the minimum qualifications for eligibility are listed, the Department encourages all members to pursue professional development through the continuation of formal education and participation in advanced managerial training. Such factors may be considered during the competitive process for promotion.

A. Aspirants to the Rank of Police Sergeant

1. **Eligibility**

As of the active date of the new eligibility list, aspirants must have:

- a. Four (4) years of time in service as a sworn member of this Department, and
- b. No disciplinary suspensions *of more than three (3) days* within the prior twelve (12) month period.

If an aspirant receives a suspension of more than one (1) day, less than twelve (12) months from the expiration of the current eligibility list, the aspirant will be permitted to participate in the next promotional process. However, the aspirant will not be placed on the certified eligibility list until the conclusion of twelve (12) months from the date of suspension, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

Aspirants who will satisfy the minimum requirements by the second year of the eligibility period for the Sergeant list will be allowed to participate in the promotion program, but they will not have their names added to the eligibility list until the second year of the eligibility period for the Sergeant list.

In the event the eligibility list should fall below twenty (20) in number, aspirants who have met the actual in-grade time requirement who would otherwise be eligible to be added to the list on the second year posting of the eligibility list will be added to the eligibility list.

2. **Process**

The promotion program for Sergeant will be conducted once every two years (during even numbered years on the calendar – *example: 2008, 2010, 2012, etc.*). The resulting eligibility list will be valid for a two (2) year period.

Members who do not register by the announced deadline will not be permitted to participate in the promotion process for the rank of Sergeant.

The Assistant Chief for Support Services, or designee, will be responsible for organizing and conducting the promotion process for the rank of Sergeant. The Prince William County Office of Human Resources may monitor the promotion process and may choose to have a representative physically present during the Assessment Center process. All promotional materials will be kept in a secure location.

Aspirants to the rank of Sergeant must complete a written examination. All aspirants who fulfill the written examination requirement will be allowed to proceed to the Assessment Center phase, which is outlined in General Order [9.02 Promotions: Promotion Assessment Center and Personal History Portfolio Process](#) .

3. **Disqualification of Eligibility**

After the establishment of an eligibility list, any aspirant who receives a disciplinary suspension of more than one (1) day will be ineligible for promotion and thus not be placed on the certified eligibility list to be considered for promotion for a period of twelve (12) months from the effective date of the suspension. If the aspirant is on the certified eligibility list at the time of the suspension they will be removed from the list and an updated certified eligibility list will be issued by the Police Personnel Bureau.

The aspirant, at the conclusion of the twelve (12) months, must submit a memorandum through the chain of command to the Assistant Chief for Support Services requesting their eligibility be reinstated. Once the Assistant Chief for Support Services approves the request the aspirant will be returned to the eligibility list. If their ranking prior to the suspension places them on the certified eligibility list, they will not be eligible to return to it until at least one (1) person is removed from it through promotion, resignation, retirement, etc.

If the disciplinary suspension occurs less than twelve (12) months from the expiration of the current eligibility list the aspirant will be allowed to participate in the next promotional process. However, they will not be eligible to be placed on the certified eligibility list until the conclusion of the twelve (12) months, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

B. Aspirants to the Rank of Police First Sergeant

1. Eligibility

As of the active date of the new eligibility list, aspirants must have:

- a. Two (2) years of time in current grade as a Sergeant with this Department, and
- b. No disciplinary suspensions *of more than three (3) days* within the prior twelve (12) month period.

If an aspirant receives a suspension of more than one (1) day, less than twelve (12) months from the expiration of the current eligibility list, the aspirant will be permitted to participate in the next promotional process. However, the aspirant will not be placed on the certified eligibility list until the conclusion of twelve (12) months from the date of suspension, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

Aspirants who will satisfy the minimum requirements by the second year of the eligibility period for the First Sergeant list will be allowed to participate in the promotion program, but they will not have their names added to the eligibility list until the second year of the eligibility period for the First Sergeant list.

In the event the eligibility list should fall below ten (10) in number, aspirants who have met the actual in-grade time requirement who would otherwise be eligible to be added to the list on the second year posting of the eligibility list will be added to the eligibility list.

2. Process

The promotion program for First Sergeant will be conducted once every two years (during odd numbered years on the calendar – *example: 2009, 2011, 2013, etc.*). The resulting eligibility list will be valid for a two (2) year period.

Members who do not register by the announced deadline will not be permitted to participate in the promotion process for the rank of First Sergeant.

The Assistant Chief for Support Services, or designee, will be responsible for organizing and conducting the promotion process for the rank of First Sergeant. The Prince William County Office of Human Resources may monitor the promotion process and may choose to have a representative physically present during the Assessment Center process. All promotional materials will be kept in a secure location.

Aspirants to the rank of First Sergeant must participate in the assessment center, which is outlined in General Order [9.02 Promotions: Promotion Assessment Center and Personal History Portfolio Process](#).

3. **Disqualification of Eligibility**

After the establishment of an eligibility list, any aspirant who receives a disciplinary suspension of more than one (1) day will be ineligible for promotion and thus not be placed on the certified eligibility list to be considered for promotion for a period of twelve (12) months from the effective date of the suspension. If the aspirant is on the certified eligibility list at the time of the suspension they will be removed from the list and an updated certified eligibility list will be issued by the Police Personnel Bureau.

The aspirant, at the conclusion of the twelve (12) months, must submit a memorandum through the chain of command to the Assistant Chief for Support Services requesting their eligibility be reinstated. Once the Assistant Chief for Support Services approves the request the aspirant will be returned to the eligibility list. If their ranking prior to the suspension places them on the certified eligibility list, they will not be eligible to return to it until at least one (1) person is removed from it through promotion, resignation, retirement, etc.

If the disciplinary suspension occurs less than twelve (12) months from the expiration of the current eligibility list the aspirant will be allowed to participate in the next promotional process. However, they will not be eligible to be placed on the certified eligibility list until the conclusion of the twelve (12) months, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

C. Aspirants to the Rank of Police Lieutenant

1. **Eligibility**

As of the active date of the new eligibility list, aspirants must have either:

- a. Experience with college:
 - i. Two (2) years of time in current grade as a First Sergeant with this Department,
 - ii. No disciplinary suspensions *of more than three (3) days* within the prior twelve (12) month period, and
 - iii. An Associate Degree or 60 credit hours towards a degree.

OR,

- b. Experience without college:
 - i. Four (4) years of time in grade as a First Sergeant with this Department, and

- ii. No disciplinary suspensions *of more than three (3) days* within the prior twelve (12) month period.

If an aspirant receives a suspension of more than one (1) day, less than twelve (12) months from the expiration of the current eligibility list, the aspirant will be permitted to participate in the next promotional process. However, they will not be placed on the certified eligibility list until the conclusion of the twelve (12) months from the date of suspension, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

Aspirants who will satisfy the minimum requirements by the second year of the eligibility period for the Lieutenant list will be allowed to participate in the promotion program, but they will not have their names added to the eligibility list until the second year of the eligibility period for the Lieutenant list.

In the event the eligibility list should fall below ten (10) in number, aspirants who have met the actual in-grade time requirement and educational requirement who would otherwise be eligible to be added to the list on the second year posting of the eligibility list will be added to the eligibility list.

2. **Process**

The promotion program for Lieutenant will be conducted once every two years (during odd numbered years on the calendar – *example: 2009, 2011, 2013, etc.*). The resulting eligibility list will be valid for a two (2) year period.

Members who do not register by the announced deadline will not be permitted to participate in the promotion process for the rank of Lieutenant.

The Assistant Chief for Support Services, or designee, will be responsible for organizing and conducting the promotion process for the rank of Lieutenant. The Prince William County Office of Human Resources may monitor the promotion process and may choose to have a representative physically present during the Assessment Center process. All promotional materials will be kept in a secure location.

Aspirants to the rank of Lieutenant must participate in the assessment center, which is outlined in [9.02 Promotions: Promotion Assessment Center and Personal History Portfolio Process](#) .

3. **Disqualification of Eligibility**

After the establishment of an eligibility list, any aspirant who receives a disciplinary suspension of more than one (1) day will be ineligible for promotion and thus not be placed

on the certified eligibility list to be considered for promotion for a period of twelve (12) months from the effective date of the suspension. If the aspirant is on the certified eligibility list at the time of the suspension they will be removed from the list and an updated certified eligibility list will be issued by the Police Personnel Bureau.

The aspirant, at the conclusion of the twelve (12) months, must submit a memorandum through the chain of command to the Assistant Chief for Support Services requesting their eligibility be reinstated. Once the Assistant Chief for Support Services approves the request the aspirant will be returned to the eligibility list. If their ranking prior to the suspension places them on the certified eligibility list, they will not be eligible to return to it until at least one (1) person is removed from it through promotion, resignation, retirement, etc.

If the disciplinary suspension occurs less than twelve (12) months from the expiration of the current eligibility list the aspirant will be allowed to participate in the next promotional process. However, they will not be eligible to be placed on the certified eligibility list until the conclusion of the twelve (12) months, the Assistant Chief for Support Services approves their written request for the reinstatement of their eligibility, and at least one (1) person is removed from the certified eligibility list through promotion, resignation, retirement, or any other reason that would cause a re-issuance of the certified eligibility list.

D. Aspirants to the Rank of Police Captain

1. **Eligibility**

As of the position announcement's closing date, aspirants must have:

- a. Attained the rank of Lieutenant with this Department
- b. Obtained a Bachelor's Degree, and
- c. Participated in the Captain's Promotional Process

2. **Process**

The promotional process for Captain will be conducted once every year. The resulting eligibility list will be valid for a one (1) year period. Members who do not register by the announced deadline will not be permitted to participate in the promotion process for the rank of Captain.

The position of Captain will be appointed by the Chief of Police based on a promotion process conducted by an outside vendor. A review of the aspirant's work history, verification of the required degree, and interviews of the aspirant's supervisors/co-workers will be conducted as deemed appropriate. The Chief will conduct a personal interview with the aspirants.

E. Aspirants to the Rank of Police Major

1. **Eligibility**

As of the position announcement's closing date, aspirants must have:

- a. Attained the rank of Captain with this Department
- b. Obtained a Bachelor's Degree

2. **Process**

The position of Major will be advertised by the Assistant Chief for Support Services. Aspirants must follow the instructions in the announcement to compete for the position, which will include submission of a comprehensive resume and verification of the required degree. The Chief and/or a panel comprised of County leaders will conduct a personal interview with aspirants. The Chief of Police will appoint the position.

F. Aspirants to the Rank of Deputy Chief

1. **Eligibility**

As of the position announcement's closing date, aspirants must have:

- a. Attained the rank of Captain or Major with this Department, and served in that capacity for a minimum of 4-5 years
- b. Obtained a Bachelor's Degree, however a Master's Degree in Criminal Justice or Public Administration is preferred
- c. Graduated from the FBI National Academy or other similar, specialized 10-week police and management training course as verified by the PWC Criminal Justice Academy

2. **Process**

The position of Deputy Chief will be advertised by the Office of the Chief of Police. Aspirants must follow the instructions in the announcement to compete for the position, which will include submission of a comprehensive resume and verification of the required degree and necessary training. The Chief of Police and/or a panel comprised of County leaders will conduct a personal interview with aspirants. The Chief of Police will appoint the position.