

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

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**PROMOTIONS: PROFESSIONAL ASSESSMENT RECORD /
RÉSUMÉ REQUIREMENTS**

As part of the promotional process, the Professional Assessment Record (PAR), will be utilized in determining the suitability of an aspirant for promotion. All of the information requested within the PAR must be completed. Although some of the information fields are updated through other administrative processes, it is the member's responsibility to ensure the accuracy and completeness of the information. The following are a few considerations when reviewing and updating the PAR:

A. Promotion to Sergeant and First Sergeant:

1. Provide work history prior to being hired as a police officer with the Prince William County Police Department.
2. Ensure accuracy of dates of employment with the Prince William County Police Department as an officer, total years and months of experience with this Department, and any dates of promotion.
3. List all work assignments while employed by the Prince William County Police Department. (Examples include Patrol Squad West, Traffic Unit, CIU, etc.)
4. List all training programs over forty (40) hours or more and any supervisory development training completed while employed by the Prince William County Police Department. Include both departmental and outside training programs.
5. Ensure accuracy of annual performance evaluation score and/or rating.
6. Provide an overview of formal education such as Associates or Bachelor's Degree programs. Be specific as to type of degree, credit hours completed (if required), and major courses of study.
7. List any special awards and commendations received over the past four (4) years.
8. List any committees served on as a member of the Police Department. (Examples include Ballistic Vest Committee, Promotion Review Committee, etc.)
9. List any special achievements, such as being in the Career Development Program.
10. Provide a statement as to why the aspirant feels they are qualified for promotion and why they want to be promoted.

B. Promotion to Lieutenant, Captain, Major, and Deputy Chief.

1. List all work assignments while employed by the Prince William County Police Department.
2. Ensure accuracy of total years and months of service with the Police Department, as well as all dates of promotion.
3. Ensure accuracy of annual merit rating scores and/or ratings.
4. Provide an overview of formal education, such as Associates or Bachelor's Degree programs. Be specific as to type of degree, credit hours completed (if required), and major courses of study.
5. List all advanced managerial training programs attended while employed by the Prince William County Police Department.

C. Resume Requirements

1. Although a resume is no longer required as a matter of routine, the Chief of Police may, at his discretion, request a resume from any candidate.
2. If a resume is submitted pursuant to this request, all of the information generally maintained in the PAR shall be included.
3. When providing prior merit scores, ratings from the three (3) previous years shall be included.