

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

General Order: 9.05	Effective: 12/10/2020	Supersedes: 05/20/2020	Number of Pages: 1
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**PROMOTIONS: DUTIES OF THE SUPPORT SERVICES DIVISION
COMMANDER**

- A. The Support Services Division Commander is responsible for conducting the promotion processes as outlined in this General Order. These duties include, but are not limited to:
1. Serving as Chairperson, or appointing a designee to serve as Chairperson, of the Promotion Review Committee.
 2. Ensuring that the appropriate job task analyses are performed prior to the conducting of the various promotion programs.
 3. Presenting, to the Chief of Police, certified eligibility lists for the positions of Sergeant, First Sergeant, Lieutenant and Captain.
 4. Maintaining a file copy of the most current certified eligibility lists for each position and ensuring a copy is posted in the Police Personnel Bureau's office complex.
 5. Addressing complaints of dissatisfaction with the results of the promotion Assessment Center process, as outlined in [9.02 Promotions: Promotion Assessment Center and Personal History Portfolio Process](#) (F)6. 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.
 6. Conducting an annual review of the promotion programs and making revisions as called for.