

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

General Order: 9.06

Effective: 06/01/2016

Number of Pages: 2

PROMOTIONS: PROBATIONARY PERIOD FOR PROMOTED MEMBERS

- A. All newly promoted members will be on probation for a period of twelve (12) months from the effective date of the promotion.
- B. The immediate supervisor of all newly promoted supervisors shall closely observe and strictly rate, on an every-other-month basis, the newly promoted supervisor(s) during the twelve (12) month probationary period, using the “Sworn Supervisor Bi Monthly Probationary Performance Evaluation” (PD-246) form.
 1. The rating supervisor shall rate the probationary supervisor in **each** of the following areas:
 - a. Work Habits
 - b. Police Job Knowledge and Skills / Investigative and Analytical Skills
 - c. Supervision / Leadership
 - d. Organizational Values
 - e. Interpersonal and Leadership Skills
 2. The rating performance levels will be as follows:
 - a. Acceptable
 - b. Non-Acceptable
 - c. Needs Improvement
 3. The rating supervisor shall use the Department Performance Evaluation User Guide and General Order 6 for guidance in evaluating the probationary supervisor.
 4. The rating supervisor shall also submit a written explanation for any and all Non-Acceptable and Needs Improvement ratings.
 5. The rating supervisor will include in the rating report any unsatisfactory areas discussed with the probationary supervisor between the rating reports, as well as a statement as to whether or not the probationary supervisor should remain in the new position.
 6. The rating supervisor shall rate and personally review the rating report with the probationary supervisor within twenty (20) calendar days of each sixty (60) day period from the date of the promotion. The report for the final sixty (60) day period will be part of the probationary supervisor’s first annual performance evaluation (Merit Rating).
 7. Each rating report will be forwarded to the Chief of Police through the appropriate chain of command and filed in the member’s Department personnel file.

8. Probationary supervisors who fail to satisfactorily perform during their probationary periods will be processed in accordance with the County Personnel Manual. The probation period may be extended by the Chief of Police for good reason.
9. Appointments to the rank of Captain and above are staff positions and are exempted from the periodic ratings required by the above; however, they must be evaluated annually in accordance with County Personnel Regulations.