

# CIRCULAR



DISTRICT OF COLUMBIA

Subject  
**Announcement of the 2008 Master  
Patrol Officer Selection Process**

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Series	Number
<b>CIR</b>	<b>08-04</b>

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Effective Date  
**September 5, 2008**

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Related to:  
GO-PER-201.27 (The Master Patrol Officer  
Program), Effective Date September 3, 2008

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## I. PURPOSE

The purpose of this Circular is to announce the upcoming, Department-wide selection process for assignment to Master Patrol Officer (MPO) positions. The goal of the 2008 Master Patrol Officer Selection Process is to identify those members who are best qualified to serve as primary Field Training Officers and, when necessary, as acting supervisors.

## II. APPLICATION PROCESS

A. To be eligible to participate in the 2008 Master Patrol Officer Selection Process, a member must meet the following qualifications:

1. At least three (3) full years of service, continuous or intermittent, as a sworn Officer with the Metropolitan Police Department (MPD) as of October 1, 2008;
2. Optional Sick Leave and Expected Tardiness Program privileges in effect since October 1, 2007;
3. Assigned as a patrol officer in one (1) of the seven (7) police districts, or is willing to be assigned as such, if selected as an MPO;
4. If presently assigned to a position for which additional compensation is authorized, recognizes that he/she will be removed from that position upon selection as an MPO;
5. Has received a sustained most recent annual performance rating of Exceeds Expectations or Significantly Exceeds Expectations;

6. Current in-service (professional development) training and firearms certification from the Maurice T. Turner, Jr., Metropolitan Police Academy;
  7. Has established an acceptable driving record that includes no more than one (1) preventable accident, as determined by the Crash Review Board, since October 1, 2007;
  8. Has not received more than one (1) PD Form 90 (Notification of Tardiness) since October 1, 2007;
  9. Has not received any sustained adverse action for a citizen complaint since October 1, 2005;
  10. Has not received an official reprimand or adverse action for using unnecessary and wanton force; a violation of an MPD equal employment opportunity (EEO) policy, the D.C. Human Rights Act, or an equivalent federal law or regulation; willingly and knowingly making an untruthful statement; falsification of an official record or report; misuse of one's official position or unlawful coercion of an employee for personal gain or benefit; or failing to complete a mandated SSP Intervention Plan as required by MPD SOP, *Personnel Performance Management System (PPMS)* and the *Supervisory Support Program (SSP)* since October 1, 2005;
  11. Has not received sustained adverse action, for conduct other than the conduct established in Part II.A.10 above, resulting in a fine, reduction in pay, or suspension of more than ten (10) days since April 1, 2007;
  12. Has not been demoted from a civil service rank, or removed from an MPO assignment for disciplinary reason(s), since October 1, 2003; and
  13. Is willing, as needed, to adjust tours of duty to provide FTO support.
- B. Each eligible sworn member who wishes to apply shall submit an application package consisting of the following items:
1. One (1) PD Form 412A (Application for Master Patrol Officer Selection Process) (Attachment A);
  2. One (1) photocopy of his/her FY 2007 Annual Performance Rating;  
  
Note: If the applicant did not receive a FY 2007 Annual Performance Rating, the applicant should instead submit a copy of the FY 2006 (or most recent) Annual Performance Rating along with a memorandum of explanation from the Commanding Official;
  3. One (1) photocopy of his/her current (CY 2008 or CY 2007) proof of completion card, or In-Service Training Certificate, issued by the Metropolitan Police Academy;

Note: If the applicant has not completed either the CY 2008 or 2007 in-service (professional development) training, the applicant should submit a copy of the most recent proof of completion with a memorandum of explanation from the Commanding Official.

4. Three (3) copies of an Officer Achievement Package as described in Part IV.D below.
- C. The PD Form 412A may be handwritten or typed, but must be signed and dated in ink by the applicant, and must be submitted, along with the required photocopied information and Officer Achievement Packages, to the Commanding Official of his/her assigned/detailed element **no later than 1600 hours on October 8, 2008.**
- D. Additional copies of the PD Forms 412A and 412B (Attachments A and B) may be reproduced at the element or obtained from the Testing and Assessment Branch by calling 727-4772, Monday through Friday, between 9 a.m. and 4 p.m.

### III. INSTRUCTIONS FOR ADMINISTRATIVE OFFICES/OFFICIALS

- A. Commanding Officials shall:
1. Ensure that each applicant's first-level (Sergeant) and second-level (Lieutenant) supervisor receive a copy of the PD Form 412B (Supervisory Evaluation of Master Patrol Officer Potential) (Attachment B) and that the supervisors complete the PD Forms 412B in accordance with Part IV.E. of this circular;
  2. Complete the Certification Block (Attachment A, Boxes 10 and 11) on each PD Form 412A with an original (ink) signature; and
  3. Ensure that the completed application packets from his/her element are delivered to the **Acting Director, Testing and Assessment Branch, through the Office of Human Resource Management, Room 6061, 300 Indiana Avenue, between 9 a.m. and 4 p.m., no later than Friday, October 10, 2008.**
- B. Each member's administrative office/official shall:
1. Ensure that every member who is eligible to participate in the 2008 Master Patrol Officer Selection Process is given a copy of this circular;
  2. Review each PD Form 412A to ensure that the applicant meets the minimum qualifications listed in Part II.A of this circular;
  3. Ensure that photocopies of the member's annual performance rating and in-service training proof of completion, and any required memorandum of explanation from the Commanding Official, are attached;

4. Ensure that each applicant submits three (3) copies of the Officer Achievement Package;
  5. Ensure that the two required PD Forms 412B are included in each applicant's application packet;
  6. Use a PD Form 412C (Master Patrol Officer Selection Process Application Packet Transmittal) (Attachment C) to transmit the application packets to the Testing and Assessment Branch as required by Part III.A.3 above. The PD Form 412C must specify the name of the transmitting unit, the total number of application packets, and the name of the transmitting official.
- C. Incomplete or late application packets will be returned to the Commanding Official. If the Commanding Official determines that the application packet was submitted incomplete or late through no fault of the applicant, the Commanding Official shall ensure that a complete packet is resubmitted to the Acting Director, Testing and Assessment Branch, within five (5) days of receipt or no later than 1600 hours, October 17, 2008.

#### IV. SELECTION PROCESS

##### A. Master Patrol Officer Selection Process Components

<u>Component</u>	<u>Percentage Weight</u>
Master Patrol Officer Competency Interview	50%
Writing Exercise	20%
Officer Achievement Package	10%
Supervisory Evaluation of Master Patrol Officer Potential	10%
Annual Performance Rating	10%

##### B. Master Patrol Officer Competency Interview

1. Upon arrival at the 2008 Master Patrol Officer Selection Process Competency Interview site, each applicant will check in with the receptionist by presenting photo identification.
2. Following check-in, the applicant will be escorted to an Interview Preparation Room where he/she will be given thirty (30) minutes to prepare recommendations for handling a series of scenarios pertaining to the Master Patrol Officer assignment. The applicant may take notes on the material received during the Preparation Period for use in the Interview.
3. At the end of the Preparation Period, the applicant will be escorted to the Interview Room. The applicant will be given thirty (30) minutes to present, orally, his/her recommendations for handling the scenarios received in the Preparation Room, and to address one (1) or more question(s) from the Interview Panel related to one (1) of the scenarios received in the Preparation Room.

C. Writing Exercise

1. When the thirty (30) minute Interview is concluded, applicants will be escorted to the Writing Room where the applicants will be given a separate thirty (30) minutes to prepare a written document.
2. The applicants will be asked to summarize, in writing, in a narrative format, their evaluation of police reports, police forms, and/or additional scenarios provided in the Writing Room.

D. Officer Achievement Package

1. Each applicant shall prepare an Officer Achievement Package and submit three (3) copies of the Package with his/her application.

Note: The Officer Achievement Packages should be submitted with the pages stapled and in a folder (e.g., file or duo folder) or envelope. Please do not submit binders or notebooks.

2. The Officer Achievement Package shall contain the following:

**Section 1:** A listing of assignments and details held by the applicant since appointment to the MPD. The assignments/details should be listed starting with the most recent, working back in time, and should include the dates of each assignment/detail.

**Section 2:** A list of training and education (MPD and non-MPD) received that are related to the position of Master Patrol Officer. The names(s) of the training/education provider or institution (e.g., Metropolitan Police Academy, University of the District of Columbia) and dates and length of the training/education should be provided.

**Section 3:** A listing of awards and commendations received by the applicant since appointment to the MPD, including the date and basis for the award, starting with the most recent and working back in time.

**Section 4:** A brief summary of applicant's reasons for applying for Master Patrol Officer and how the applicant has prepared himself/herself to serve successfully as a Master Patrol Officer.

**Section 5:** A brief summary of one of the most significant arrests in which the applicant was involved since appointment to the MPD. The basis for the significance of the arrest should be described and a copy of the related PD 251 (Event Report) or PD 163 (Prosecution Report) attached. If the arrest involved the applicant obtaining an arrest or search warrant, a copy of the application for the warrant should also be attached.

3. The Officer Achievement Package shall be typed on 8-1/2" x 11" white paper with one-inch margins all around.

4. The cover sheet shall contain the title "2008 Master Patrol Officer Selection Process", applicant's name, and applicant's CAD number.
5. The Sections should be presented in numerical order, with each Section beginning on a new sheet of paper. The responses may be single or double-spaced and should be clearly marked with the appropriate Section number.
6. The Officer Achievement Package should represent the best professional efforts of the applicant himself/herself.

E. Supervisory Evaluation of Master Patrol Officer Potential

1. The first-level and second-level supervisors of each applicant shall complete a PD Form 412B in order to provide information about the applicant's potential for demonstrating the competencies listed in Part V below.
2. The supervisors are to prepare the ratings based on their own best professional judgment of the applicant's potential for serving as a Master Patrol Officer as demonstrated by the applicant while under their supervision, but only for up to the past three (3) years.
3. The completed PD Forms 412B are to be submitted directly to the supervisor's Commanding Official.

**V. ASSESSMENT COMPETENCIES**

Each applicant will be assessed in the Master Patrol Officer Selection Process on the following competencies:

1. **PATROL OFFICER JOB KNOWLEDGE:** Ability to understand, apply, and explain the MPD policies and procedures, laws and related case law, and police-related municipal rules and regulations in carrying out Master Patrol Officer job tasks.
2. **COMMUNITY POLICING:** Ability to model, apply, and reinforce the principles and practices of community policing.
3. **DEVELOPMENT:** Ability to train, coach, and provide feedback to other members so the members will develop the knowledge and skills required to effectively perform job tasks.
4. **DECISION MAKING:** Ability to solve patrol and field training problems by implementing the most effective solution(s).
5. **INITIATIVE:** Ability to self-start in carrying out patrol and field training assignments.

6. **INTEGRITY:** Ability to comply with the MPD's Code of Ethics and develop the respect, trust, and support of others.
7. **INTERPERSONAL UNDERSTANDING:** Ability to demonstrate tact, courtesy, patience, empathy, objectivity, and appropriate language and voice tone, when dealing with others regardless of personal characteristics, backgrounds, or situations.
8. **ORAL COMMUNICATION:** Ability to listen and respond appropriately to others and present information in an understandable and organized manner using proper language.
9. **WRITTEN COMMUNICATION:** Ability to present information in writing in an understandable, complete, and organized manner using proper punctuation, spelling, sentence and paragraph construction, grammar, and language.

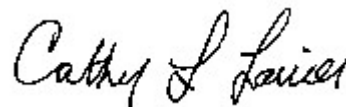
## VI. GENERAL INFORMATION

- A. Applicants are to provide answers in the Master Officer Competency Interview and Writing Exercise based on their education, training, and experience as an officer with the MPD.
- B. Applicants are encouraged to familiarize themselves in advance with MPD written directives, including the directives related to the Master Patrol Officer and Field Training programs, the criminal provisions of the DC Code, police-related municipal and traffic regulations, and patrol officer related forms and reports.
- C. The Master Patrol Officer Competency Interview and Writing Exercises are scheduled for November 17, 2008, through November 26, 2008 and December 1 through 5, 2008. Members who plan to participate in the Master Patrol Officer Selection Process shall adjust their leave schedules accordingly.
- D. The Master Patrol Officer Applicant Orientation Sessions are scheduled to be held between November 11 and 13, 2008. Information concerning the times and location will be provided in the future.
- E. Applicants will be notified through their Commanding Official, or during the Master Patrol Officer Applicant Orientation Session, of the names of the MPD members who will be serving on their Interview Panel, names of all of the MPD members who will be evaluating the Officer Achievement Packages, and specific date and time of their Interview.
- F. Applicants may request that member(s) of his/her current chain of command, or an official who has participated in an adverse action hearing in which the applicant was a respondent, be replaced on the Interview Panel by a different official. Applicants may also request that official(s) similarly situated not evaluate their Officer Achievement Package. Applicants should contact the Testing and Assessment Branch in advance of their scheduled Master Patrol Officer Competency Interview by calling 727-4772, Monday through Friday, between 9 a.m. and 4 p.m.

- G. Applicants will be placed on the 2008 Master Patrol Officer Register of Eligibles in descending order of the weighted components of the 2008 Selection Process. The names of members with identical ratings will be ordered pursuant to Article 25, *Seniority*, of the FY 2004 –FY 2008 Labor Agreement between the MPD and the Fraternal Order of Police MPD Labor Committee.
- H. Candidates will be offered Master Patrol Officer positions:
- I. In order of their ranking on the 2008 Register of Eligibles;
  2. In the element to which assigned, provided that a vacant MPO position exists in that element; and
  3. In another element, if there are no MPO vacancies in the element to which the applicant is assigned.
- I. Applicants may waive an offer of an MPO position outside their assigned element without losing standing on the 2008 Register of Eligibles. MPO vacancies that arise during the life of the Register will be offered to the remaining applicants, in order of their ranking, and at the discretion of the Chief of Police.
- J. If an adverse action is proposed against a member whose name appears on the 2008 Master Patrol Officer Register of Eligibles, the offer of an MPO position may be held in abeyance pending the final disposition.
- K. Unless otherwise authorized by the Chief of Police, the 2008 Master Patrol Officer Register of Eligibles shall remain in effect for two (2) years from the date the Register is established.

## VII. ATTACHMENTS

1. Attachment A: PD Form 412A (Application for Master Patrol Officer Selection Process)
2. Attachment B: PD Form 412B (Supervisory Evaluation of Master Patrol Officer Potential)
3. Attachment C: PD Form 412C (Master Patrol Officer Selection Process Application Packet Transmittal)



Cathy L. Lanier  
Chief of Police





**METROPOLITAN POLICE DEPARTMENT  
Washington, D.C.**



**2008 MASTER PATROL OFFICER SELECTION PROCESS  
APPLICATION**

**SECTION I: DIRECTIONS TO APPLICANT:** Please (1) Print or type the information requested in Boxes 1 through 8; (2) Read the certification statement in Box 9; (3) Sign and date the application in ink in Boxes 9A and 9B; and (4) Submit the completed application and attachments to your Commanding Official by the required date.

<b>1. Applicant Name: (Last, First, M.I.)</b>	<b>2. CAD Number:</b>
<b>3. Applicant's Current District/Assigned Unit:</b>	<b>4. If applicable, Applicant's Detail Unit:</b>
<b>5. Applicant's Work Telephone Number:</b>	<b>6. Applicant's Other Best Contact Number:</b>
<b>7. MPD Entry-On-Duty (EOD) Date:</b>	<b>8. If applicable, describe breaks in MPD Service:</b>
<b>9. APPLICANT'S CERTIFICATION:</b> <i>I certify that the above information is complete and correct to the best of my knowledge, that I meet the eligibility requirements listed in Section II below, and that the Officer Achievement Package represents my best effort.</i>	
<b>9A. Full Signature of Applicant:</b>	<b>9B. Date of Signature of Applicant:</b>

**SECTION II: COMMANDING OFFICIAL'S CERTIFICATION:**

*I certify that the member named in Box 1 meets the following eligibility qualifications for participation in the 2008 Master Patrol Officer Selection Process:*

- (a) At least 3 full years of service, continuous or intermittent, as a sworn Officer with the MPD as of October 1, 2008;
- (b) Assigned as a patrol officer in 1 of the 7 patrol districts or be willing to be assigned as such;
- (c) If presently assigned to a position for which additional compensation is authorized, recognizes that he/she will be removed from that position upon selection as an MPO;
- (d) Most recent annual performance rating of Exceeds Expectations or Significantly Exceeds Expectations;
- (e) Current in-service training and firearms certification by the Metropolitan Police Academy;
- (f) Optional Sick Leave and Expected Tardiness Program privileges in effect since October 1, 2007;
- (g) No more than 1 preventable accident, as determined by the Crash Review Board, since October 1, 2007;
- (h) Has received no more than 1 PD Form 90 since October 1, 2007;
- (i) Has not received any sustained adverse action for a citizen complaint since October 1, 2005;
- (j) Has not received an official reprimand or adverse action for the conduct listed in Part II.A.10 of the Master Patrol Officer Announcement Circular;
- (k) Has not received sustained adverse action in accordance with Part II.A.11 of the Master Patrol Officer Announcement Circular;
- (l) Has not been demoted from a civil service rank, or removed from an MPO assignment for disciplinary reason(s) since October 1, 2003; and
- (m) Is willing to adjust tours of duty to provide FTO support, if necessary.

*I further certify that the two required PD Forms 412B (Supervisory Evaluation of Master Patrol Officer Potential) are attached.*

<b>10. Commanding Official's Full Signature:</b>	<b>11. Date of Signature:</b>
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**METROPOLITAN POLICE DEPARTMENT  
Washington, D.C.**



**MASTER PATROL OFFICER SELECTION PROCESS  
SUPERVISORY EVALUATION OF MASTER PATROL OFFICER POTENTIAL**

**Directions:** One form should be completed separately, and independently, by the applicant's first-level (Sergeant) and second level (Lieutenant) supervisors. The supervisor should complete Boxes 1 through 10, sign and date the form in ink, and submit the form to the Commanding Official.

<b>1. Applicant's Name:</b> [ Print: Last, First, M.I.]		<b>2. CAD Number:</b>	<b>3. Element Assigned/Detailed:</b>
<b>4. Rater's Name:</b> [Print]	<b>5. Rater's Rank:</b>	<b>6. Rater's Job Title:</b>	<b>7. Dates Rater Supervised Applicant:</b> (Mo/Year)  From:                      To:
<b>8. Relationship of Rater to Applicant:</b> <input type="checkbox"/> Immediate Supervisor <input type="checkbox"/> Second-Level Supervisor <input type="checkbox"/> Other [Explain]			

**9. Master Patrol Officer Competency Ratings:** Listed below are the nine job competencies that have been identified as essential to successful performance as an MPD Master Patrol Officer. Below each competency are examples of job behaviors the applicant will be expected to demonstrate if selected as a Master Patrol Officer.

Please read each box on the left carefully. Then indicate your best and fairest judgment of the applicant's potential for demonstrating the competency following assignment as a Master Patrol Officer by darkening the appropriate circle to the right. You are to consider the behavior demonstrated by the applicant while under your supervision and for no more than the past three years. Please use the Competency Rating Scale below to choose the numerical ratings.

**Competency Rating Scale**

<b>5</b>	Outstanding	Applicant's job performance will significantly exceed expectations.
<b>4</b>	Excellent	Applicant's job performance will exceed expectations in some areas and meet expectations in all others.
<b>3</b>	Adequate	Applicant's job performance will meet key expectations and may occasionally exceed expectations.
<b>2</b>	Weak	Applicant's job performance will meet some expectations but will require development in one or more areas.
<b>1</b>	Inadequate	Applicant's job performance will consistently not meet expectations.

**Competencies**

<p><b>1. PATROL OFFICER JOB KNOWLEDGE:</b> Ability to understand, apply, and explain the MPD policies and procedures, laws and related case law, and police-related municipal rules and regulations in carrying out Master Patrol Officer job tasks.</p> <p><b>For Example:</b> Will know how to properly handle all calls for service; classify offenses; complete reports; apply use of force policies and procedures; identify, collect, and preserve evidence; and testify in administrative and judicial proceedings.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>2. COMMUNITY POLICING:</b> Ability to model, apply, and reinforce the principles and practices of community policing.</p> <p><b>For Example:</b> Will be visible and accessible to the community; use police-citizen interactions to inform and educate; actively participate in community problem-solving efforts; and build effective relationships with community members and groups.</p>	<p>⑤    ④    ③    ②    ①</p>

<p><b>3. DEVELOPMENT:</b> Ability to train, coach and provide feedback to other members so the members will develop the knowledge and skills required to effectively perform job tasks.</p> <p><b>For Example:</b> Will actively listen to others; observe and document job task performance; provide understandable instruction and constructive feedback; and motivate others to acquire and/or develop knowledge and skills.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>4. DECISION MAKING:</b> Ability to solve patrol and field training problems by implementing the most effective solution(s).</p> <p><b>For Example:</b> Will correctly identify key aspects of problem situations; obtain the information needed for decision-making beforehand; know when to consult others; thoroughly evaluate alternative solutions; and take action that is consistent with the available information and circumstances.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>5. INITIATIVE:</b> Ability to self-start in carrying out patrol and field training assignments.</p> <p><b>For Example:</b> Will take prompt action to achieve job task objectives; take action beyond what is required; seek new and creative options; and persist in overcoming obstacles.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>6. INTEGRITY:</b> Ability to comply with the MPD's Code of Ethics and develop the respect, trust, and support of others.</p> <p><b>For Example:</b> Will serve as a role model for others with respect to dedication, honesty, and quality of work; protect the rights of victims, witnesses, and suspects, and properly apply MPD use of force policies and procedures.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>7. INTERPERSONAL UNDERSTANDING:</b> Ability to demonstrate tact, courtesy, patience, empathy, objectivity, and appropriate language and voice tone, when dealing with others, regardless of personal characteristics, backgrounds or situations.</p> <p><b>For Example:</b> Will work cooperatively with others; consider others' ideas and opinions; resolve conflicts constructively; promote harmonious working relationships; and work effectively with others with diverse characteristics and backgrounds.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>8. ORAL COMMUNICATION:</b> Ability to listen and respond appropriately to others and present information in an understandable and organized manner using proper language.</p> <p><b>For Example:</b> Will speak clearly and concisely; convey information clearly and logically; adapt message content to the audience; and ensure that communications are understood.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>9. WRITTEN COMMUNICATION:</b> Ability to present information in writing in an understandable, complete, and organized manner using proper punctuation, spelling, sentence and paragraph construction, grammar, and language.</p> <p><b>For Example:</b> Will take proper notes; prepare complete and accurate police forms and reports that are easily understood; and describe situations and events in their entirety.</p>	<p>⑤    ④    ③    ②    ①</p>
<p><b>10.</b> Based on your review of the applicant on the Master Patrol Officer job competencies listed above, please summarize briefly your overall evaluation of the applicant's potential for successful service as a Master Patrol Officer. Please include specific job performance observations and/or a summary of the applicant's job or other types of accomplishments.</p> <p><b>Note: Completing this section is <u>mandatory</u>. Please continue on the next page if necessary.</b></p>	

*I hereby certify that the above ratings and comments reflect my best professional judgment of the potential of the applicant named above for assignment as a Master Patrol Officer in the Metropolitan Police Department.*

**11. Rater's Rank and Full Signature:**

**12. Date of Rater's Rating:**

**METROPOLITAN POLICE DEPARTMENT  
WASHINGTON, D.C.  
MASTER PATROL OFFICER SELECTION PROCESS**

**APPLICATION PACKET TRANSMITTAL**

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I, \_\_\_\_\_, Administrative  
[Printed or Typed Rank and Full Name]

Official of the \_\_\_\_\_,  
[Printed or Typed Element/Unit Name]

hereby certify that \_\_\_\_\_ 2008 Master Patrol Officer  
[Number]

Application Packets are hereby being transmitted to the  
Testing and Assessment Branch, through the Office of  
Human Resource Management, Room 6061, 300 Indiana  
Avenue, N.W.

\_\_\_\_\_  
Full Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Telephone Number

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