

# CIRCULAR



DISTRICT OF COLUMBIA

<b>Title</b> <b>Announcement of the 2012 Investigator Selection Process</b>
<b>Number:</b> <b>12-16</b>
<b>Effective Date:</b> <b>October 19, 2012</b>
<b>Related to:</b> General Order 201.01 (Non Uniformed Assignments) General Order 201.24 (Investigators) SO-04-12 (Investigator Selection Process)

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## I. BACKGROUND

The investigation, arrest, and successful prosecution of those responsible for criminal acts constitutes an essential service to crime victims in the District of Columbia and also aids in the prevention of future crimes. The effective conduct of criminal investigations by investigative personnel requires the possession of both specialized knowledge and skills. For this reason, the Metropolitan Police Department (MPD) established the Investigator position to serve as the entry-level position in the investigative personnel career ladder. While serving as Investigators, through both formal and on-the-job training, members develop the extensive investigative knowledge and practical experience required to be assigned as a Detective Grade Two.

## II. PURPOSE

The purpose of this Circular is to announce the upcoming Department-wide selection process for assignment as an Investigator on Saturday, December 1, 2012 and Saturday, December 15, 2012. Participation in the 2012 Investigator Selection Process is voluntary, and members who choose to participate will not receive compensation for their participation. In order to ensure confidentiality, there will be no makeup dates or times for Phase I or Phase II of this Process.

The goal of the 2012 Investigator Selection Process is to identify the MPD members who are best qualified for conducting thorough, comprehensive, and

timely investigations that meet investigative objectives. See Attachment A for an investigator position summary.

### III. ELIGIBILITY REQUIREMENTS

<b>In order to participate in the 2012 Investigator Selection Process, members must meet the following requirements:</b>
o At least three (3) full years of service, continuous or intermittent, as a sworn Officer with the MPD as of October 15, 2012;
o Optional Sick Leave and Expected Tardiness program privileges in effect since October 16, 2011;
o A most recent (Fiscal Year 2011) Annual Performance Rating of at least "3 = Meets Expectations";
o Current Professional Development Training (PDT) and firearms re-qualification certification by the Metropolitan Police Academy.

**NOTE:** If a member did not receive a Fiscal Year 2011 Annual Performance Rating, the member's Fiscal Year 2010 may be utilized. In both instances, in order to meet the eligibility requirement for the 2012 Investigator Selection Process, the member's performance rating must have been "3 = Meets Expectations", "4 = Exceed Expectations", or "5 = Significantly Exceeds Expectations".

For other rating circumstances, members should contact the Testing and Assessment Branch for guidance by email at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) or by telephone, Monday through Friday, from 0900 through 1600 hours on (202) 727-4772.

### IV. INSTRUCTIONS FOR APPLICANTS

- A. Applicants shall complete and submit the PD Form 413A (Application for 2012 Investigator Selection Process) (Attachment B), via the MPD Intranet to the Testing and Assessment Branch no later than Saturday, November 3, 2012, at 11:59 PM.
- B. Members who are currently deployed or otherwise unable to access the MPD Intranet should contact the Testing and Assessment Branch as soon as possible by emailing [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) from an official dc.gov email address.

### V. SELECTION PROCESS STRUCTURE

- A. The 2012 Investigator Selection Process will consist of a written multiple-choice test, a structured interview and a writing exercise.
- B. The relative weights used to determine the final ratings of the members will be:

Component	Percentage Weight
Investigator Written Multiple-Choice Test	20%
Investigator Structured Interview	45%
Investigator Writing Exercise	35%

C. Phase One: Investigator Selection Process: Written Multiple-Choice Test

1. Members are encouraged to attend the candidate orientation sessions which will be held during the week of November 13 – 16, 2012, in order to view an example of the written multiple-choice test and to ask relevant questions. A teletype will announce times and locations.
2. The written multiple-choice test will be held at the Columbia Heights Education Campus on Saturday, December 1, 2012, during the day work shift at 1100 hours.
3. Presentation of a photo ID (e.g., driver's license or an MPD photo ID) is required.
4. Members should also bring two (2) # 2 pencils with working erasers on the date of the test.
5. Following check-in, members will be escorted to a classroom in small groups where a proctor will provide instructions.
6. Members will be provided with a test booklet and answer sheet.
7. Test materials and instructions will be presented via DVD.
8. Members will be expected to view scenarios presented via DVD and answer related multiple-choice items.
9. Members will be permitted to take their test booklets with them after all candidates have completed the test.
10. For the purposes of review and because members will not be provided with their answer sheets on the date of the test, members are encouraged to indicate their final answers in their test booklets.
11. The answer key for the written multiple-choice test will be provided to all candidates.
12. Candidates will have until Wednesday, December 5, 2012, at 11:59 PM to submit their detailed written appeals which must be sent to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov). Appeals must include all of the following in

order to be considered:

- a. Candidate's first name, middle initial, last name, CAD number, organizational unit, and official dc.gov email address;
  - b. Question number being appealed;
  - c. A detailed written description of the correct response; and
  - d. The exact location of the correct response including the specific reference material title. For example, the General Order name and number, page number, section, line number, etc. where the alternate response is located.
13. A three (3) member appeals board will convene with the multiple-choice test vendor to consider each appeal.
  14. Each candidate submitting an appeal will receive a written response emailed to their official dc.gov email address regarding whether their appeal was sustained or denied.
  15. A teletype will be published indicating all sustained question numbers.
  16. All candidates will receive an additional point for each sustained appeal.
  17. A teletype will be published indicating candidates' rank order.
- D. Phase Two: Investigator Selection Process Assessment Center
1. General
    - a. Members meeting the cut off will be invited to participate in the Investigator Selection Process Assessment Center.
    - b. A teletype will announce the schedule of members moving forward to Phase Two of the Investigator Selection Process.
    - c. Members are encouraged to attend the candidate orientation sessions which will be held during the week of November 13 – 16, 2012, in order to view an example of the structured interview and to ask relevant questions.

- d. The Investigator Selection Process Assessment Center will be held at the Columbia Heights Education Campus on Saturday, December 15, 2012, during the day work shift.
  - e. Members should plan to report ahead of schedule and no later than the assigned reporting time. Members arriving late to check in for the test will not be admitted.
  - f. Presentation of a photo ID (e.g., driver's license or an MPD photo ID) is required.
  - g. **In order to ensure the confidentiality of the assessment center process, members from morning testing sessions must remain at the test site until members scheduled for the afternoon testing sessions have checked in.**
2. Structured Interview
- a. Following check-in, members will be escorted to an individual test room where a proctor will provide instructions.
  - b. Members will be provided with a test booklet, scratch paper and writing utensils.
  - c. Test materials and instructions will be presented via DVD.
  - d. Members will be expected to view scenarios presented via DVD and respond orally to related questions.
  - e. Each member's oral responses will be digitally recorded for scoring at a later date by a three (3) person panel comprised of members experienced in handling criminal investigations.
  - f. Members will be evaluated based upon overall oral communication as well as upon the content and correctness of their oral responses.
3. Writing Exercise
- a. Following the structured interview, members will be escorted to a Writing Room/Computer Lab.
  - b. Members will be provided with a test booklet, a computer, scratch paper, and writing utensils.

- c. Each member will be expected to review a scenario and prepare a related investigative document. A template will be provided.
- d. Members will be expected to complete the writing exercise utilizing a computer and the provided template.
- e. Members will be able to print a copy of their work in order to edit prior to printing their final draft.
- f. The investigative document will be evaluated based upon both content and written communication by a three (3) person panel comprised of members experienced in handling criminal investigations other than the ones who scored the member's structured interview.

#### 4. Scores

- a. Candidates will receive their scores for the written multiple-choice test and for the assessment phase in writing.
- b. The Investigator Selection Process eligible list will be published as a special order.
- c. Members will have up to two (2) weeks following the publication of the eligible list to submit a written request to review their performance to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

#### E. Assessment Competencies

Each applicant will be evaluated in the Investigator Selection Process on their responses to the different exercises based upon their individual application of following eight (8) competencies:

- 1. **Attention To Detail**: Identifies the essential information that is relevant to an investigation, that must be pursued, and/or that must be followed up on and/or verified.
- 2. **Initiative**: Explains how to complete investigative assignments and tasks using a variety of investigative resources and technology in order to conduct initial and follow up investigations.
- 3. **Integrity**: Recognizes the criticality of abiding by the MPD's Code of Ethics and Rules of Conduct and conforming to investigative standards and procedures and related legal requirements.

4. **Interpersonal Communication**: Indicates he/she would respond to situations in a tactful, courteous, patient, empathetic, and objective manner and recognizes the use of appropriate language and tone of voice when dealing with persons encountered during investigations, including victims and their families, witnesses, suspects/targets, and confidential sources.
5. **Judgment**: Accurately evaluates facts, data, contradictions, and inconsistencies and draws valid conclusions based upon the evidence.
6. **Knowledge**: Carries out assignments consistent with MPD policies, procedures, and directives; related rules, regulations, laws, including case law; and current criminal investigation principles, practices, and techniques.
7. **Oral Communication**: Presents information in an organized manner using proper terminology and grammar.
8. **Written Communication**: Presents information accurately in an organized manner using proper terminology, grammar, spelling, punctuation, and sentence and paragraph construction with the aid of a personal computer.

## VI. RESOURCE MATERIALS

Members are encouraged to be familiar with the materials outlined in Attachment C related to investigative duties and responsibilities.

## VII. APPLICATION PROCEDURES

- A. Members who meet the 2012 Investigator Selection Process eligibility requirements listed in Part III of this circular will be able to apply to participate in the Investigator Selection Process.
- B. Members who wish to apply must:
  1. Register for the 2012 Investigator Selection Process using the Metropolitan Police Department's Learning Management System, Acadis **and** submit a completed PD Form 413A (2012 Investigator Selection Process Application) to the Testing and Assessment Branch at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).
    - a. Members may access Acadis using the following URL: <https://mpd-portal.acadisonline.com/AcadisViewer/login.aspx> **or** by logging into the MPD Intranet Homepage and clicking

on the “Learning Management” link located under the “Training and Safety” category.

- b. Members may access the PD Form 413A by logging into an MPD computer, accessing the MPD Intranet homepage and clicking on the “2012 Investigator Selection Process Application” link under the “Training and Safety” category or by printing CIR-12-16 Attachment B, PD Form 413A (Application for 2012 Investigator Selection Process).
- c. Members must send the completed PD Form 413A to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

NOTE: The application materials are tentatively scheduled to be available online on October 19, 2012. A teletype will announce the activation.

2. **Complete both parts of the application process (i.e., registering in Acadis and submitting the PD Form 413A to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov)) no later than 11:59 PM, Saturday, November 3, 2012.**

NOTE: Since it is important that the Testing and Assessment Branch be able to contact applicants directly about Selection Process events, members should ensure that all information provided is current with respect to: CAD number, current element and assignment.

3. Use their assigned dc.gov email address for any communication regarding this process.

## VIII. ADDITIONAL INFORMATION

- A. The 2012 Investigator Selection Process events are scheduled to take place on Saturday, December 1, 2012, and Saturday, December 15, 2012. Therefore, members shall adjust their leave schedules accordingly.
- B. In order to ensure confidentiality, there will be no makeup dates or times for Phase I or Phase II of this Process.
- C. Members who have been activated, or members who anticipate being activated to serve in the Armed Forces, Reserve, National Guard, or other uniformed service during the time period listed in Part VIII.A will receive a copy of this Circular and attachments.
  1. Deployed members who wish to participate in the selection process shall submit a memorandum, through the U.S. mail to the



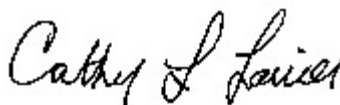
Metropolitan Police Department, Testing and Assessment Branch, 300 Indiana Avenue NW, Room 6029, Washington, DC 20001 or electronically using their assigned dc.gov email address to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

2. The memorandum shall state the member's intent to apply and certify that the member meets all eligibility requirements.
  3. The memorandum shall:
    - a. Explain the military service requirements (i.e., military branch, dates, and location of service);
    - b. Include complete contact telephone numbers, U.S. Postal Service mailing address, and, if available, an email address;
    - c. Include the name and contact information for the member's military supervising officer; and
    - d. Specify the MPD unit of assignment and name of his/her MPD Commanding Official.
- D. Members who are activated for service and are located outside the DC Metropolitan area in the Armed Forces, Reserve, National Guard, or other uniformed service after submitting their application shall immediately provide the dates of activation to the Testing and Assessment Branch via email using their assigned dc.gov email address to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) or through the U.S. mail by sending the required information to Metropolitan Police Department, Testing and Assessment Branch, 300 Indiana Avenue NW, Room 6029, Washington, DC 20001.
- E. Any circumstances that would affect any member's availability to participate in the 2012 Investigator Selection Process at any time during the time period specified in Part VIII.A above shall be reported as soon as possible to the Testing and Assessment Branch [(202) 727-4772; or 300 Indiana Avenue NW, Room 6029, Washington, DC 20001; or [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov)] using their assigned dc.gov email address.
- F. Members are encouraged to familiarize themselves, prior to participating in the 2012 Investigator Selection Process, with the MPD directives related to criminal investigations, forms relating to criminal investigations, including search and arrest warrants, the process for preparing affidavits, and the process for executing warrants in addition to those directives and procedures listed herein.
- G. Members should familiarize themselves with basic computer/word processing operations.

- H. The names of members who complete all components of the 2012 Investigator Selection Process will be placed on the 2012 Register of Eligibles in descending order of the weighted components of the 2012 Investigator 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.
- I. Unless otherwise authorized by the Chief of Police, the 2012 Register of Eligibles for Investigator shall remain in effect for two (2) years from the date the Register is established.
- J. Members who require clarification regarding this circular may contact the Testing and Assessment Branch by calling (202) 727-4772, Monday through Friday between 0900 and 1600 hours, or by email at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

## IX. ATTACHMENTS

1. Attachment A: Investigator Position Summary
2. Attachment B: PD Form 413A (Applicant Certification 2012 Investigator Selection Process). This form is available on the MPD Intranet.
3. Attachment C: 2012 Investigator Selection Process Reference Materials



Cathy L. Lanier  
Chief of Police

## **INVESTIGATOR POSITION SUMMARY**

The Investigator provides entry-level criminal investigation services. The mission of the Investigator is to:

- Conduct investigations of crimes against persons, crimes against property, and drug crimes;
- Obtain information and evidence leading to the apprehension and prosecution of the offender(s); and
- Recover stolen property.

Investigators are responsible for performing the full range of job functions required to process a case from the time it is assigned until all investigative efforts have been exhausted. Basic criminal investigation functions include developing, locating, identifying and arresting suspects; obtaining facts and evidence from witnesses and suspects through interviews and interrogations; searching for and obtaining physical and documentary evidence; conducting legal searches; aiding the prosecution by providing evidence admissible in court; and testifying as a witness in court. The Investigator is also responsible for maintaining effective relations with the community by keeping crime victims advised of the status of their criminal cases and by working with Police Service Area (PSA) teams to alert residents of crime patterns in their neighborhoods.

The Investigator must adhere to a wide variety of applicable laws and procedures governing law enforcement and, with the proper supervisory guidance, must make decisions throughout the Investigative process in areas such as:

- Determining whether to recommend that a case be pursued or suspended;
- Selecting from a wide range of possibilities the most effective investigative techniques and resources to apply to each assigned case;
- Determining the sequence of activities that will be followed regarding an investigation;
- Anticipating and taking into account the probable cause requirements that must be met in order to effect arrests of suspect(s); and
- Compiling the evidence to support probable cause for an arrest and prosecution of the suspect(s).

The Investigator works under the direct technical and administrative supervision of a member of at least the rank of Civil Service Sergeant.

**METROPOLITAN POLICE DEPARTMENT**  
**Washington, D.C.**  
**APPLICANT CERTIFICATION**  
**2012 INVESTIGATOR SELECTION PROCESS**

**Directions to Applicant:** Please type the information requested in Boxes 1 through 6, 9 and 10 below. All applications must be submitted to the Testing and Assessment Branch via the MPD Intranet on or before Saturday, November 3, 2012 at 11:59 PM. Any questions related to this selection process should be sent to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) from an official dc.gov email address.

<b>1. Name of Applicant: [Last, First, M.I.]</b>	<b>2. CAD Number:</b>
<b>3. Organizational Unit:</b>	<b>4. If applicable, unit to which detailed:</b>
<b>5. Date of Appointment to the Department:</b>	<b>6. List all Breaks In Service:</b>

**7. ELIGIBILITY REQUIREMENTS:**

My application submission certifies that I meet the following eligibility requirements to participate in the 2012 Investigator Selection Process.

I have:

- (a) At least three (3) full years of service, continuous or intermittent, as a sworn Officer with the Metropolitan Police Department as of October 15, 2012;
- (b) Optional Sick Leave and Expected Tardiness Program privileges in effect since October 16, 2011;
- (c) Most recent (Fiscal Year 2011) Annual Performance Rating of "3 = Meets Expectations", "4 = Exceeds Expectations, or "5 = Significantly Exceeds Expectations"; and
- (d) Current professional development training (PDT) and Phase 1 firearms requalification certification by the Metropolitan Police Academy.

**8. APPLICANT CERTIFICATION:**

I certify that I meet all eligibility requirements listed herein for the 2012 Investigator Selection Process. I certify that my application is complete and accurate to the best of my knowledge and that I meet all eligibility requirements listed herein. I acknowledge that the failure to provide accurate and complete information may subject me to investigation, and if sustained, discipline up to and including termination.

<b>9. Applicant's Full Name:</b>	<b>10. Date of Submission:</b>
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## 2012 Investigator Selection Process Reference Materials

Topic/Series/Number	Effective Date	Subject
<b>200 SERIES: ADMINISTRATIVE PROCEDURES</b>		
GO-PER-201.01	02/24/92	Non Uniformed Assignments
GO-PER-201.21	01/06/05	Limitations on Work Hours
GO-PER-201.26	04/05/11	Duties, Responsibilities and Conduct of Members of the Department
GO-SPT-204.01	04/13/01	Media
GO-OPS-204.06	06/13/03	Victim/Witness Services
<b>300 SERIES: FIELD ACTIVITIES</b>		
GO-OPS-301.03	02/25/03	Vehicular Pursuits
GO-OPS-302.01	4/28/81	Calls for Police Services
GO-SPT-302.02	6/15/04	Radio Broadcasts and Look-Outs
GO-OPS-302.06	04/30/92	The Washington Area Law Enforcement System (WALES)
GO-OPS-303.09	05/12/10	License Plate Reader Program
GO-SPT-302.07	06/11/03	Washington Area Criminal Intelligence Information Systems (WACIIS)
GO-OPS-303.03	11/16/06	Tow Crane Operation and Enforcement
GO-PER-304.01	10/11/87	Operation and Management of Criminal Investigations
GO-OPS-304.06	08/25/11	Adult Sexual Assault Investigations
GO-PCA-304.07	06/15/07	Procedures for Obtaining Pretrial Eyewitness Identification
GO-SPT-304.08	04/30/92	Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers
GO-SPT-304.09	05/18/04	Truth Verification Devices
GO-OPS-304.10	07/01/73	Police-Citizen Contacts, Stops and Frisks
GO-OPS-304.11	11/07/03	Intra Family Offenses
GO-OPS-304.12	08/16/10	Confidential Sources, Confidential Informants and Cooperating Witnesses
GO-SPT-304.13	04/30/04	The Use of Photographs in Criminal Investigations

GO-SPT-304.16	02/02/06	Electronic Recording of Custodial Interrogations
GO-OPS-304.19	07/19/12	Video Recording, Photographing, and Audio Recording of Metropolitan Police Department Members by the Public
GO-PER-305.01	12/10/90	Handling Juveniles
GO-RAR-306.01	02/18/05	Canine Teams
GO-PER-307.01	04/05/74	Vice Complaints, Investigations, and Arrests
GO-OPS-308.09	07/12/11	Investigating Robberies
GO-OPS-309.05	03/02/07	Handling Kidnapping/Extortion Cases
GO-SPT-309.06	11/18/10	Child Abuse and Neglect
<b>400 SERIES: REPORTING PROCEDURES</b>		
GO-SPT-401.01	07/19/12	Field Reporting System
GO-OPS-401.8	10/17/94	Notification of Next of Kin in Cases of Serious Injuries or Fatalities
<b>500 SERIES: REPORTING PROCEDURES</b>		
GO-PCA-501.02	10/16/07	Handling Interactions with Transgender Individuals
GO-PCA-501.04	01/30/07	Conducting Police Business in Federal Government Buildings
GO-PCA-501.06	11/22/02	Fugitives From Justice
<b>600 SERIES: PROCEDURES FOR HANDLING PROPERTY</b>		
GO-SPT-601.01	04/30/92	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GO-SPT-601.02	02/03/04	Preservation of Potentially Discoverable Material
GO-SPT-602.01	05/26/72	Automobile Searches and Inventories
GO-OPS-603.07	12/19/02	Closed Circuit Television Cameras (CCTV)
<b>700 SERIES: COURTS AND COURT PROCEDURES</b>		
GO-PCA-701.01	12/31/08	Courts and Hearings
GO-PCA-701.03	09/29/10	Handling Assaults on Police Officers
GO-PCA-701.06	08/02/05	Court Appearance Notifications
GO-PCA-702.01	10/20/86	Arrest and Bench Warrants

GO-PCA-702.02	09/21/81	Juvenile Custody Orders	
GO-PCA-702.03	10/28/10	Search Warrants	
<b>800 SERIES: HOMELAND SECURITY</b>			
GO-803.06	09/20/10	Command Information Center (CIC)	
<b>SPECIAL ORDERS</b>			
SO-00-16	08/01/00	Conditions of Release Enforcement (CORE) Program	
SO-04-17	09/03/04	Issuance and Service of Grand Jury and Final Subpoenas	
SO-06-12	08/09/06	Enhanced Use of CCTV to Combat Crime	
SO-97-13	07/15/97	Revised PD Form 378 (Domestic Violence Handout)	
SO-10-13	09/29/10	Issuance of Subpoenas in Criminal Investigations	
SO-11-20	10/03/11	Photographs, Video Recordings, and Audio Recordings of Crime Scene	
SO-11-22	12/01/11	Bias-related/Hate Crimes	
SO-12-14	04/30/12	Domestic Violence Assessment Tool (DVAT) Pilot Program in PSAs 506, 507, 602, 604, 608, 706 and 708	
SO-12-16	07/17/12	Investigative Responsibilities for Reports of Injured Persons to Hospitals	
<b>Roll Call Training</b>			
	June 2011	Roll Call Training	
<b>Training Bulletin</b>			
TB-10-01	02/25/10	US Supreme Court Decisions: Search Incident to Arrest Exception, Arizona v. Gant	
<b>TELETYPE</b>			
TT-08-120-12	08/30/12	Responsibilities of Evidence Technician Assigned to Forensic Science Services Division	
<b>CIRCULAR</b>			
CIR-11-03	Effective: 09/23/11	Miranda Warnings to Juveniles	
<b>D.C. Code</b>			
<b>Title Number</b>	<b>Chapters</b>	<b>Title Numbers</b>	<b>Subject</b>

Title 22	1-52 (All)	All	Criminal Offenses and Penalties
Title 23	5	501 – 591	Warrants and Arrests
Title 23	7	701 – 707	Extradition and Fugitives From Justice
Title 23	9	901 – 903	Fresh Pursuit
<b>The Bill of Rights: Constitution of the United States</b>			
Amendments 1 - 10			