

# CIRCULAR



DISTRICT OF COLUMBIA

Title	<b>2013 Promotional Selection Process Written Multiple-Choice Test for the Ranks of Sergeant, Lieutenant and Captain</b>
Number	<b>CIR-13-10</b>
Effective Date	<b>April 18, 2013</b>
Expiration Date	<b>July 1, 2013</b>
Related to:	CIR-13-04 (Announcement of the 2013 Promotional Selection Process for Sergeant and Lieutenant), Effective Date: February 1, 2013 CIR-13-05 (Announcement of the 2013 Promotional Selection Process for Captain), Effective Date: February 1, 2013

## I. GENERAL INFORMATION

- A. **Date:** Saturday, May 18, 2013
- B. **Time:** 1000 Hours
- C. **Location:** Walter E. Washington Convention Center  
801 Mount Vernon Place, NW, Washington, DC 20001
- D. **Point of Entry:** **L Street Entrance Only:** 801 Mount Vernon Square, NW.

Members shall **not** enter through any other location.

- E. **Transportation:** Walter E. Washington Convention Center is accessible via the Mount Vernon Square/7<sup>th</sup> Street Convention Center Metro Station (Yellow and Green Lines)

**NOTE:** Metrorail use is highly recommended due to limited parking in the area.

- F. **Requirements:**
- (1) Valid Photo ID (i.e., MPD ID or other Government-Issued ID); and
  - (2) At least two (2) sharpened Number 2 (Medium) black pencils with working erasers.

NOTE: The Written Multiple-Choice Test Answer Sheet cannot be read unless Number 2 (Medium) pencils are used.

G. **Prohibited Items:**

No telecommunication devices, MPD-issued or personally owned, shall be permitted in any test room. Devices include but are not limited to: cellular telephones, smart phones, e-readers, I-Pads, tablet computers, laptop computers, calculators, papers, books, notes, notebooks, mechanical or any other electronic devices. All such devices will be collected from members prior to entering the test room, a receipt will be issued, and the devices can be retrieved following the test. As such, members are not to bring telecommunication devices to the test.

H. **Confirmation Email:**

Per GO-SPT-302.08 [Metropolitan Police Department Wide-area Network (MPDNet)] members are required to check their MPD email at least once every shift. All members who completed the Acadis/LMS module will receive an email confirming registration for the 2013 Promotional Selection Process from the Testing and Assessment Branch.

NOTE: Members receiving a confirmation email who are not eligible for the 2013 Promotional Selection Process should be aware that submitting an application through Acadis/LMS indicated a certification of meeting all eligibility requirements listed in CIR-13-04 (Announcement of the 2013 Promotional Selection Process for Sergeant and Lieutenant) or CIR-13-05 (Announcement of the 2013 Promotional Selection Process for Captain). Additionally, the completion of an application for the 2013 Promotional Selection Process indicated that the candidate certified that his/her submission was accurate to the best of his/her knowledge and that he/she meets all eligibility requirements. The submission of an application indicated that the candidate also acknowledged that the failure to provide accurate and complete information may subject him/her to investigation, and if sustained, discipline up to and including termination.

- I. **Test Rooms:** Officer to Sergeant: Exhibit Hall C  
Sergeant to Lieutenant: Rooms 150 and 151  
Lieutenant to Captain: Room 152

NOTE: No food or beverage may be brought into any Test Room.

- J. **Test Starting Time:** 1000 Hours  
[See Part III below for late reporting procedures.]

- K. **Duration:** Approximately three (3) Hours (excluding check-in/check out time)

- L. **Test:** 100 Equally Weighted (1 point) Multiple-Choice Items

## II. PROCEDURES

- A. Each candidate shall answer each test question independently. No other person or device including, but not limited to, those items listed in Part I.G of this Circular shall be consulted at any time during the Written Multiple-Choice Test.
- B. Questions are to be answered based upon conditions, laws, and regulations existing and in effect in the District of Columbia as stated in CIR-13-04 and CIR-13-05 and their attachments. Sample Written Multiple-Choice Test items are included in Attachment A.
- C. The situations described in the Written Multiple-Choice Test items should be presumed to take place in the District of Columbia and to apply to the Metropolitan Police Department of the District of Columbia unless otherwise indicated.
- D. Candidates shall immediately exit the Walter E. Convention Center upon completing and submitting in their Written Multiple-Choice Test Answer Sheet.
- E. Days off and shifts will not be altered to accommodate members' participation in the 2013 Promotional Selection Process Written Multiple-Choice Test. Commanding Officials/Civilian Equivalents shall permit on-duty members time necessary to participate in the Written Multiple-Choice Test. The MPD will not compensate off-duty members for their participation in the Written Multiple-Choice Test.
- F. On-duty members who are participating in the Written Multiple-Choice Test **must report in the uniform of the day respective of assignment** for their regularly scheduled roll call and check-off. Upon completion of the Written Multiple-Choice Test, on-duty members shall report back to their assigned element and shall complete their regularly scheduled shift.
- G. Members will be provided with a pre-numbered test booklet and answer sheet.
- H. Members shall note their test booklet number as test scores will be published via teletype according to test booklet number.
- I. Members shall be required to hand in their completed Answer Sheet before leaving the test site.

- J. For the purposes of review and because members **will not** be provided with a copy of their answer sheets on the date of the test, members are encouraged to circle their final answers in their test booklets.
- K. Members will be permitted to take their test booklets with them upon their departure from the test site.
- L. The answer keys for the Written Multiple-Choice Tests will be provided to candidates via teletype.

### III. EMERGENCIES CONNECTED WITH THE WRITTEN MULTIPLE-CHOICE TEST

- A. Candidates reporting to the Walter E. Washington Convention Center at the 801 Mount Vernon Place, NW, Washington, DC 20001, L Street entrance later than 1000 hours on Saturday, May 18, 2013, shall be considered late.
- B. Each instance of lateness shall be reviewed by the Chairman, 2013 Promotional Selection Process Security Committee (Assistant Chief Michael Anzallo, Internal Affairs Bureau), or his designee, who shall determine whether the candidate shall be permitted to take the Written Multiple-Choice Test.
- C. Any candidate who, while en route to the test site, encounters a situation or circumstance which, by statutory requirement, necessitates the taking of official police action shall immediately:
  - 1. Secure the scene, provide any required emergency aid; and
  - 2. Notify the Command Information Center (CIC) on 727-9099 of the anticipated lateness. The CIC shall contact the Chairman, 2013 Promotional Selection Process Security Committee, or his designee who shall dispatch at least one (1) sworn official, to the candidate's location.
    - a. The sworn official shall:
      - 1. Obtain a summary of the pertinent facts;
      - 2. Remain with the involved candidate through the completion of his/her required tasks;
      - 3. Transport the candidate to the Chairman, 2013 Promotional Selection Process Security Committee, or his designee, at the Walter E. Washington Convention Center; and

4. Perform other appropriate duties as directed by the Chairman, 2013 Promotional Selection Process Security Committee, or his designee.
- D. Any other emergency situation shall be immediately reported by the involved candidate to the CIC, which shall be responsible for reporting the pertinent information to the Chairman, 2013 Promotional Selection Process Security Committee, or his designee.

#### IV. WRITTEN MULTIPLE-CHOICE TEST APPEALS

- A. All appeals shall be submitted electronically from the member's official DC.gov email account to the Testing and Assessment Branch at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) no later than 1600 hours on Tuesday, May 21, 2013.
- B. Appeals shall be based only upon the content of the Written Multiple-Choice Test items.
- C. Written appeals shall be submitted according to the format shown in Attachment B.

Each detailed appeal must contain:

1.	The appellant's first name, middle initial, and last name,
2.	The appellant's CAD number,
3.	The appellant's organizational unit,
4.	The rank for which the question is being appealed,
5.	The item number of the question being appealed,
6.	A detailed written description of the correct response,
7.	The exact location of the correct response, including, the specific reference material title, author, or date. For example, General Order name and number, page number, section, line number, etc. where the alternate response is located.

- D. A three (3) member Appeals Board shall consist of officials the rank of captain and above as appointed by the Chief of Police and will convene with the Written Multiple-Choice Test vendor.
- E. The Appeals Board shall make written recommendations to the Chief of Police. The decision of the Chief of Police shall be final.
- F. A teletype will be published indicating all sustained question numbers.
- G. All candidates' scores may be impacted by each sustained appeal.

## V. ADVANCEMENT TO ASSESSMENT PHASE

- A. Following the computer-based scoring of the Written Multiple-Choice Test, a numerical ranking of candidates will be established for each rank separately based upon the total Written Multiple-Choice Test scores. Not all candidates will proceed to the Assessment Phase.
- B. Advancement to the 2013 Promotional Selection Process Assessment Phase is not a guarantee of promotion. The **minimum number** of members participating in the Written Multiple-Choice Test (Phase I) who shall proceed to the Assessment Phase (Phase II) of the 2013 Promotional Selection Process will be:

Officer to Sergeant Assessment Phase:	90
Sergeant to Lieutenant Assessment Phase:	40
Lieutenant to Captain Assessment Phase:	20

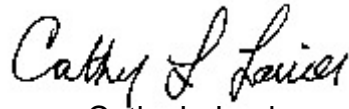
- C. Members invited to participate in the Assessment Phase shall note the following:
1. The Lieutenant to Captain and Sergeant to Lieutenant Assessment Phase shall be held on Saturday, June 1, 2013. Additional details including candidate check-in time and location will be forthcoming.
  2. The Officer to Sergeant Assessment Phase shall be held on Saturday, June 8, 2013. Additional details including candidate check-in time and location will be forthcoming.
- D. The scores from the Written Multiple-Choice Test and the Assessment Phase will be combined and ranked in order to constitute a list from which promotions may be made.
1. Members claiming DC Residency Preference will have 10 points added to their total/final score. Residency Preference is **only** applicable for those members who participate in both Phase I (Written Multiple-Choice Test) and Phase II (Assessment Center).

**NOTE:** Members making false or untrue statements about their residency will be subject to an investigation, and if sustained, discipline up to and including termination.

## VI. ATTACHMENTS

1. Attachment A: Ergometrics' Booklet: 2013 Promotional Selection Process Written Multiple-Choice Test for the Ranks of Sergeant, Lieutenant and Captain

2. Attachment B: Example 2013 Promotional Selection Process Written Multiple-Choice Test Item Appeal

A handwritten signature in black ink, reading "Cathy L. Lanier". The signature is written in a cursive style with a large initial "C".

Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:LAW



ERGOMETRICS  
& Applied Personnel  
Research, Inc.

## Metropolitan Police Department

2013 Promotional Selection Process Written Multiple-Choice Test for the  
Ranks of Sergeant, Lieutenant and Captain



# 2013 Promotional Selection Process Written Test

## Written Test Description

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The Written Test is a closed book written multiple-choice test. For this test, candidates for promotion to the ranks of Sergeant, Lieutenant, and Captain will be asked to select the **best** answer from four (4) answer choices provided. The test questions are based upon the reading list published by the Department. The following information contains additional details about the 2013 Promotional Selection Process Written Multiple-Choice Tests for all ranks:

- The 2013 Promotional Selection Process Written Multiple-Choice Test consists of 100 questions.
- All of the items on the 2013 Promotional Selection Process Test are of the “multiple choice” type.
- Each item has four (4) lettered answer choices: A, B, C, and D.
- All four (4) answer choices should be read carefully and then the **best** answer of those options should be selected.
- Candidates will be provided with a machine scored multiple-choice answer sheet on which to mark their answers during the test.
- After deciding the best answer in the test booklet, fill in the corresponding bubble of the selected answer on the answer sheet. Sample answer choice:



- Candidates should make note of their final answers in their test booklet so they can compare their answers to the test key that will be provided. When candidates leave the test session, they will be able to take their test booklets with them.
- Candidates will be given up to three (3) hours to take the test.
- Candidates who complete the test in less than three (3) hours may leave the testing site when finished.
- Only the answers marked properly on the answer sheets will be scored.
- A medium (Number 2) black pencil must be used to complete the Answer Sheet in order for the responses to be read by the computer and scored.

## Example Written Test Questions

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The following are examples of the types of item formats you may see on the 2013 Promotional Selection Process Written Multiple-Choice test. The example items may not reflect the difficulty level of the items in the actual Written Test. None of the items below will be included in the 2013 Promotional Written Test.

### Sample #1: (Question Format)

PSA Officer X must use her MPD-issued aerosol OC spray dispenser. What is the effective range of an MPD-issued OC-spray dispenser?

- A. Three (3) feet.
- B. Five (5) feet.
- C. Ten (10) feet.
- D. Twelve (12) feet. (Correct Answer)

### Sample #2: (Question Format)

Supervisors and managers should create a work environment that contributes to the development of a high performing team of motivated employees. Which one of the following statements about motivation is correct?

- A. If employees are to do their best, the employees must be externally motivated.
- B. Reliance on external motivators can create a culture of divisiveness and selfishness. (Correct Answer)
- C. Reliance on intrinsic motivators can waste human talent and drain away organizational resources.
- D. Intrinsic motivators work best when followed up with external motivators.

### Sample #3: (Best Answer Format)

Resistance to change is normal because people often resist moving from a comfortable state to one that is different and possibly unpredictable. In effecting change, it is best for supervisors/managers to:

- A. Encourage employees to keep their negative thoughts and feelings to themselves.
- B. Develop a neutral attitude toward change.
- C. Inform employees in advance as to why the change is necessary. (Correct Answer)
- D. Recognize that resistance to change is short-lived and will "blow over."

Sample #4: (Sentence Completion Format)

Assume you have delegated an assignment to PSA Sergeant Q. You direct Sergeant Q to complete the assignment by the conclusion of the current tour of duty. In making this assignment, you have utilized:

- A. Reward-based power.
- B. Position-based power. (Correct Answer)
- C. Expert-based power.
- D. Charisma-based power.

Sample #5: (Fill-In Format)

The MPD has obtained a search warrant for the residence of a suspected drug dealer. The warrant must be served within \_\_\_\_\_ days of the date of issuance.

- A. Ten (10). (Correct Answer)
- B. Fifteen (15).
- C. Thirty (30).
- D. Ninety (90).

Sample #6: (Exception Format)

According to United States v. Dunn, four (4) factors determine whether an area is considered part of the curtilage of a home. All of the following factors determine curtilage EXCEPT:

- A. Nature and use(s) of the area.
- B. Whether or not the owner of the residence has legal ownership of the area. (Correct Answer)
- C. Steps taken to conceal the area from public view.
- D. Whether or not the area is in an enclosure surrounding the residence.

**Preparation Strategies and Test Tips**

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*[Preparation strategies below are suggestions only. Each individual is personally responsible for determining which preparation strategies and tips are appropriate for himself/herself.]*

Higher level positions call for extensive knowledge of technical and management topics. This test covers important issues from the assigned study material. The questions are designed to help the Department identify the best potential managers and supervisors. The Department is

interested in promoting future leaders who will do the necessary studying and then be able to apply the information learned to their jobs.

You are competing for promotion with other qualified members of the Department. This test is your opportunity to demonstrate your study ethic and personal effectiveness. The reference materials assigned for this test represent only a portion of the knowledge that will be required upon promotion.

#### Preparing to Take Your Book-Referenced Written Test

Studying the publications assigned is one way you have to improve your chances of ultimately being a top competitor. There are many different approaches that one can take to studying. An excellent way to prepare for this type of test is to read each publication twice. First, read it straight through so that you understand the general focus as a whole. Then, reread the publication, making notes and highlighting the most important points that you see in each section. Other strategies are to use acronyms for remembering information or to form a study group. In the end, the choice is personal. Once you identify your best method of studying, test yourself by considering how you would explain the content of a section of the reference materials to a subordinate.

Here are some additional study tips for a book-referenced test:

1. **Minimize environmental distractions.** Try to limit the number of distractions in your environment when studying. This includes, but is not limited to email, cell phones and even other people. Eliminating distractions will make it easier for you to concentrate and retain the information you are studying.
2. **Avoid burning the midnight oil.** For many people it is harder to retain information when tired. If possible, try to study when you are well rested and ready to concentrate.
3. **Review chapter overviews or summaries.** Chapter overviews and summaries typically provide information on the most important points in a chapter. Many times it is helpful to review these areas before reading a chapter to help you understand what the important topics are in a particular chapter. After reading the chapter, overviews and summaries can be used to test yourself on critical knowledge from the chapter.
4. **Quiz yourself.** After reading a chapter or section, quiz yourself on important topics, definitions, etc. You can also develop questions regarding the material based upon headings and specific terms prior to reading it and then, while reading the section or chapter, try to answer those questions.
5. **Have someone quiz you.** After reading a text, a great way to see if you have retained information is to have someone ask you questions regarding the material you just read.
6. **Avoid cramming.** Spreading your studying out over time will help you concentrate and retain the information you read.

7. **Look up words or phrases you don't know.** Have a computer or dictionary available when studying so that you are able to look up words and phrases that you don't know.
8. **Mark it up.** Highlight and/or underline important sections of the text while you study. This will help you concentrate on important topics and make it easier to review the material again later.
9. **Take notes.** Taking notes of the important topics in the text you read can help you remember what you read and be an efficient study aid.

#### Test Taking Tips

The multiple-choice written test items have four (4) answer choices. To get the highest score, always choose the best choice listed, even if more than one answer option seems good to you. Be sure to read all answers before choosing. Don't focus on a choice that is not given to you. Don't get distracted by thinking of other possible responses that are not among the choices presented. Don't get stuck on the idea that you want to combine two responses. Show your judgment by picking the one answer that, by itself, is better than any other answer, by itself.

Prepare yourself physically for this test as you would prepare yourself for any special assignment that requires concentration. Unusual preparation may cause you problems. Eat and drink beverages as you usually would. For example, consuming more caffeine than usual can make you jittery; less than usual can leave you listless. Get the amount of sleep that leaves you most alert. Bring whatever personal affects you need, such as eyeglasses or tissues.

Here are some additional tips to help you during the book-referenced test. These simple procedures help you avoid marking the wrong answer when you know the right one.

1. **Listen to the instructions.** Before you begin the test it is important that you read and/or listen to all instructions carefully. Ensure you know how to correctly fill out the answer sheet.
2. **Get familiar with your test.** When you begin the multiple-choice written test, glance through it to acquaint yourself with the task ahead of you. You do not have to go through the questions in the order you find them.
3. **Check the time.** Check your watch periodically throughout the test so that you know how much time you have remaining.
4. **Don't spend too much time on one question.** If you have a difficult time with a question, go on and come back to that question later. Do make a note to come back to answer the question. Questions without responses will be scored as an incorrect response. You may come back with a fresh approach, and a question you had trouble with earlier may seem easy.

5. **Read thoroughly.** Read every question carefully before you attempt to answer it. This advice may sound too simple, but it is important. The major reason people miss questions when they know the material is that they do not read the question completely.
6. **Circle or underline key words.** When reading a question, circle or underline key words that are important to the question stem. This will both help you focus on the critical aspects of what is being asked, as well as help you remember the important aspects of the question if you need to skip it and return to it later in the test session.
7. **Break a sentence up if you don't understand it.** Sometimes sentences in a question stem can be long. If you don't understand the sentence, use slash marks to break it into smaller sections to better understand the sentence.
8. **Read all of the answers before choosing one.** The most common answer people choose is *a*, whether it is right or not. That is because they think the first answer looks okay, so they stop reading. Don't make the mistake of not reading all of the answer options before making your selection. Even if *a* looks like a really good answer, one of the other answers may be better. Once you have read the other alternative answers, you may think of something you had missed at first.
9. **Use the process of elimination.** If you aren't sure of the correct answer use the process of elimination. Eliminate answer choices that you know are definitely wrong. Then focus on selecting the best answer from the choices remaining.
10. **Do not read something into the question that is not there.** On a situational question, assume that everything is normal unless the question tells you differently. Assume that the pavement is dry; visibility is good; your supervisor is competent; and citizens are behaving normally. When something is amiss, the question will tell you. Stick to the facts of the questions.
11. **Answer every question.** There is no penalty for guessing. Even if you don't know the correct answer, you have one chance in four of choosing the right one. If you can eliminate one or two of the alternative answers, your chances of guessing the correct response are even better.
12. **Fill out your answer sheet correctly.** In marking the answer sheet, be sure to fill in the blank that corresponds to the answer you have chosen. If you skip a question, make sure you skip to the right space on the answer sheet. If you mark the wrong answer and want to change it, erase your first mark completely. Remember to only mark *one* answer for each question.

**13. Use your time wisely.** If you finish the test early, use the remaining time to answer questions you skipped, re-evaluate questions you were unsure of and check to ensure that you filled out your answer sheet correctly.

When taking your test, don't compromise your chances of success by trying to follow test-taking tips you may find online. Many of these tips are just bad advice and could cost you points. Use the following statements to test your assumptions.

### True or False?

**True      False**

\_\_\_\_\_      \_\_\_\_\_      1. If you don't know the answer to a test question, take a guess.

*True! Guessing is not penalized and you just might get it right.*

\_\_\_\_\_      \_\_\_\_\_      2. Choose the longest answer option.

*False! General pattern responses like this are a very poor way to approach a modern test. The length of the answer choices is not an indication of an incorrect or correct response.*

\_\_\_\_\_      \_\_\_\_\_      3. Choose the answer option that seems most logical to you.

*True! Rely on your knowledge of the assigned publications to think critically and logically when answering a question.*

\_\_\_\_\_      \_\_\_\_\_      4. Choose the answer with a middle value when other options are higher or lower.

*False! This is another piece of bad advice you might come across somewhere. No such pattern as this is present on Ergometrics' tests.*

\_\_\_\_\_      \_\_\_\_\_      5. More often than not, the correct answer is B or C.

*False! Once again, poor advice. General pattern strategy is not a way to pass a modern test. There is no pattern to Ergometrics' correct answers. Answer questions by content, not by old, incorrect advice or superstitions.*

**From:** 2013 Promotional Selection Process Candidate

**Sent:** Tuesday, May 22, 2013 9:22 AM

**To:** mpd.testing@dc.gov (MPD)

**Subject:** 2013 Promotional Selection Process Written Multiple-Choice Test Appeal

- 1. First name, middle initial, last name:**
- 2. CAD number:**
- 3. Organizational unit:**
- 4. Rank of test being appealed:**
- 5. Test item number being appealed:**
- 6. Basis for appeal (description):**
- 7. Exact location of the correct response:**