

# CIRCULAR



DISTRICT OF COLUMBIA

<b>Title</b> <b>Announcement of the 2017 Investigator Selection Process</b>
<b>Number</b> <b>CIR-16-08</b>
<b>Effective Date</b> <b>December 9, 2016</b>
<b>Rescinds:</b> CIR-12-16 (Announcement of the 2012 Investigator Selection Process), Effective Date: October 19, 2012 CIR-14-10 (Announcement of the 2014 Investigator Selection Process), Effective Date September 15, 2014
<b>Related to:</b> General Order 201.01 (Non Uniformed Assignments)

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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. The goal of the 2017 Investigator Selection Process is to identify the MPD members who are best qualified for conducting thorough, comprehensive, and timely investigations that meet investigative objectives.

Participation in the 2017 Investigator Selection Process is voluntary, and members who choose to participate shall not receive compensation for their participation. In order to ensure confidentiality **there shall be no makeup dates or times for any part of the selection process.**

### III. ELIGIBILITY REQUIREMENTS

<b>In order to participate in the 2017 Investigator Selection Process, members shall meet the following requirements:</b>
○ Have a minimum of three years of cumulative service, continuous or intermittent, as a sworn member in the MPD as of March 30, 2017;
○ Have the Optional Sick Leave and Expected Tardiness program privileges in effect since March 30, 2016;
○ Have a most recent (Fiscal Year 2016) Annual Performance Rating of at least 3 = <i>Meets Expectations</i> ; and
○ Have all current in-service training and firearms certifications issued by the Metropolitan Police Academy.

**NOTE:** If a member did not receive a Fiscal Year 2016 Annual Performance Rating, the member's Fiscal Year 2015 Annual Performance Rating may be utilized. In both instances, in order to meet the eligibility requirement for the 2017 Investigator Selection Process, the member's performance rating shall have been *Meets Expectations* or greater.

For other rating circumstances, members shall contact the Testing and Assessment Branch for guidance by email at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov). Members with questions related to creditable service shall contact Dwayne Booker at [dwayne.booker@dc.gov](mailto:dwayne.booker@dc.gov). Members with questions related to performance evaluations shall contact April Moore at [april.moore@dc.gov](mailto:april.moore@dc.gov). Members with questions related to in-service training or certifications shall contact the Metropolitan Police Academy at [mpa.adminbox@dc.gov](mailto:mpa.adminbox@dc.gov).

### IV. APPLICATION PROCEDURES

A. Members who wish to apply for the 2017 Investigator Selection Process shall:

1. Register for the 2017 Investigator Selection Process using the MPD's Learning Management System, (LMS/Acadis).
2. A teletype shall announce the activation and end date of the application process. No exceptions shall be made for late applications.
3. Access LMS/Acadis using the following URL: <https://mpd-portal.acadisonline.com> or by logging into the MPD Intranet Homepage and clicking on the *Learning Management* link located beneath the *Training and Safety* section.
  - a. Members interested in applying for the 2017 Investigator Selection Process shall follow the directions provided in Attachment A in order to:
    - (1) Log in to LMS/Acadis;

- (2) Self-assign the appropriate module, "2017 Investigator Selection Process Application";
  - (3) Launch the module;
  - (4) Certify that they meet all of the minimum qualifications by providing an affirmative response to each of the four questions in the quiz; and
  - (5) Submit their application.
- b. The submission of an application through LMS/Acadis indicates that the candidate is certifying that his or her application is accurate to the best of his or her knowledge and that he or she meets all eligibility requirements for the 2017 Investigator Process listed herein.
  - c. Members making false or untrue statements shall be subject to an investigation, and if sustained, discipline up to and including termination.
  - d. Members experiencing technical difficulties accessing LMS/Acadis should contact Renee Kennedy at [renee.kennedy@dc.gov](mailto:renee.kennedy@dc.gov) or Sergeant Teresa Flynn at [Teresa.Flynn@dc.gov](mailto:Teresa.Flynn@dc.gov).

## V. SELECTION PROCESS STRUCTURE

- A. The 2017 Investigator Selection Process shall consist of a two phase process. The first phase is a written multiple-choice test, and the second phase is an assessment phase.
- B. Eight competencies have been identified, through job analysis, as essential for successful performance as an investigator. These eight competencies, listed below, shall form the basis of the 2017 Investigator Selection Process:
  1. **ATTENTION TO DETAIL**: Identifies the essential information that is relevant to an investigation that must be pursued, followed up on, and verified.
  2. **INITIATIVE**: Self-initiates action on investigative assignments and tasks using a variety of investigative resources and technology to develop comprehensive information and leads, while overcoming obstacles, in order to conduct initial and follow up investigations.
  3. **INTEGRITY**: Exhibits a depth of character and professionalism that commands the respect, trust, and support of the Department, other criminal justice agency personnel, and the community. Abides by the Metropolitan Police Department's Sworn Law Enforcement Officer

Code of Ethics and conforms to investigative standards, procedures and related legal requirements. Protects confidential information.

4. **INTERPERSONAL COMMUNICATION:** Quickly establishes rapport with diverse individuals. Elicits information through interviews and interrogations that aids in solving cases. Displays professionalism, tact, courtesy, patience, empathy, objectivity, and appropriate language and voice tone when dealing with others; including victims and their families, witnesses, suspects or targets, and confidential sources throughout investigations.
  5. **JUDGMENT:** Evaluates facts, contradictions, and inconsistencies accurately and objectively. Determines what is required to establish probable cause. Draws logical, valid, and verifiable conclusions based upon evidence. Makes reasonable decisions based upon the circumstances.
  6. **KNOWLEDGE:** Carries out assignments consistent with Metropolitan Police Department 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 English.
  8. **WRITTEN COMMUNICATION:** Presents information accurately in an organized manner using proper terminology, English, spelling, punctuation, and sentence and paragraph construction with the aid of a personal computer.
- C. Each candidate shall respond to all exercises independently. No other person or device, including, but not limited to those items listed herein shall be consulted at any time during the Selection Process.
- D. The written multiple-choice test shall contain multiple-choice items designed to evaluate members' investigative knowledge and shall be based upon the reference materials listed in Attachment B.
- E. The assessment phase shall include exercises designed to evaluate members' application of the reference materials as associated with the competencies listed herein.

- F. For those members competing in the assessment phase, the relative weights used to determine the final ratings of the members shall be:

Component	Percentage Weight
Investigator Written Multiple-Choice Test	15%
Investigator Structured Interview	45%
Investigator Writing Exercise	40%

G. Phase I: Written Multiple-Choice Test

1. Date: Saturday, March 4, 2017  
There shall be **no make-up dates or times** for the written multiple choice test; therefore, members shall adjust their leave schedules accordingly.
2. Time: Doors shall open for candidate to check-in at 0900 hours. All candidates must arrive at the test location no later than 1000 hours.
3. Location: JW Marriott Washington  
Grand Ballroom  
1331 Pennsylvania Avenue, NW  
Washington, D.C. 20004

Candidates are permitted to enter through the 14<sup>th</sup> Street door ***only***.

4. Check-in: 1000 hours, Foyer of the Grand Ballroom (located downstairs)
5. Requirements:
  - a. Valid Photo ID (i.e., MPD ID or other government issued ID).
  - b. No fewer than two number two pencils with working erasers.
  - c. There is no dress code for this test.
6. Prohibited items:  
No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or the restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, i-Pads, tablet computers, laptop computers, smart phones, calculators, and mechanical or any other electrical devices. All such devices shall be collected from members at check-in. A receipt shall be issued and the devices retrieved following the test. In addition, members are not permitted to bring test materials such as reference

materials listed within this circular or notes inside the test site.

7. Following check-in members shall be directed to the location where they shall take the test.
8. All candidates shall be provided with a test booklet and an answer sheet.
9. Members shall be permitted to take their test booklets with them after **all** candidates have completed the test. Members are encouraged to note their selected answers in their test booklet.
10. The answer key for the written multiple-choice test shall be published via teletype.
11. Candidates shall have until Tuesday, March 7, 2017, at 2359 hours to submit their detailed written appeals to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov)
12. Written appeals must be sent to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) and must include all of the following in order to be considered:
  - a. Must be sent from the candidate's dc.gov email address.
  - b. Candidate's first name, middle initial, last name, CAD number, and organizational unit.
  - c. The question number being appealed.
  - d. A detailed written description of the correct response.
  - e. The exact location of the correct response including the specific reference material title (e.g., the general order name and number, page number, section, line number, where the alternate response is located).
13. A three-member appeals board shall convene with the multiple-choice test vendor to consider each appeal.
14. Each candidate submitting an appeal shall receive notification of receipt of their appeal. Candidates shall not receive individual emails regarding whether their appeal was sustained or denied.
15. A teletype shall be published indicating all sustained question numbers. All candidates shall receive an additional point for each sustained appeal.
16. In cases where a test item is identified for removal all candidates shall receive credit regardless of their response. In cases where a test item is found to have multiple correct answers, only those members

identifying one of the correct answers shall receive a point for a correct response.

17. A teletype shall be published indicating each candidate's final rank order on the written multiple-choice test.

H. Phase II: Investigator Selection Process Assessment Center

1. Members meeting the cut-off shall be invited to participate in the Investigator Selection Process Assessment Center.
2. Date: Saturday, March 25, 2017  
There shall be **no make-up dates or times** for the Assessment Phase of the Selection Process; therefore, members shall adjust their leave schedules accordingly.
3. Time: Official check-in times shall be emailed to each candidate's dc.gov email address from the [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) account no later than Wednesday, March 22, 2017.

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.

4. Location: Metropolitan Police Academy  
4665 Blue Plains, SW  
Washington, D.C. 20032
5. Requirements:
  - a. Valid Photo ID (i.e., MPD ID or other government-issued ID).
  - b. No fewer than two black ink pens.
  - c. There is no dress code for the assessment phase.
6. Prohibited items:

No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or the restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, iPads, tablet computers, laptop computers, smart phones, calculators, and mechanical or any other electrical devices. All such devices shall be collected from members at check-in. A receipt shall be issued and the devices retrieved following the test. In addition, members are not permitted to bring test materials such as reference materials listed within this circular or notes inside the test site.

7. Phase II (i.e., video-based structured interview and writing exercise) shall utilize the reference materials listed in Attachment B.
8. Video-Based Structured Interview
  - a. Members complete the structured interview in an individual test room where a proctor shall provide instructions.
  - b. Members shall be provided with a test booklet and scratch paper.
  - c. Test materials and instructions shall be presented via DVD.
  - d. Members shall be expected to view scenarios presented via DVD and respond orally to related questions.
  - e. Each member's oral responses shall be digitally recorded for scoring at a later date by a three person panel comprised of members experienced in handling criminal investigations.
  - f. Members shall be evaluated based upon overall oral communication as well as upon the content and correctness of their oral responses.
9. Writing Exercise
  - a. Members shall complete the Investigator Writing Exercise in a computer lab where a proctor shall provide instructions.
  - b. Members shall be provided with a test booklet, a computer, and scratch paper.
  - c. Each member shall be expected to read and review written documents and prepare a related investigative document.
  - d. Members shall be expected to complete the writing exercise utilizing a computer equipped with Microsoft Word version 2010; therefore, members shall familiarize themselves with basic word processing.
  - e. The investigative document shall be evaluated based upon both content and written communication by a three person panel comprised of members experienced in handling criminal investigations other than the ones who scored the member's structured interview.
10. An optional candidate orientation video shall be offered through LMS/Acadis. Details shall be provided via teletype.

11. Optional candidate question and answer sessions shall be offered. The orientation video shall not be shown during the question and answer session. Details shall be provided via teletype.
12. Candidates shall not leave the Academy until all members have checked-in for the day. Members are encouraged to bring food and drink that do not require refrigeration. Members may also bring paper based non-test related reading materials such as novels, newspapers, or magazines.
13. Days off shall not be altered to accommodate members' participation in the Investigator Selection Process.
14. The MPD shall not compensate off-duty members for their participation in the Selection Process.
15. If applicable, at the conclusion of the exam, members shall return to their assigned elements to finish the remainder of their tour.
16. All communications related to this process must be emailed to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).
17. Total Scores
  - a. Candidates shall receive their final scores for the Investigator Selection Process in writing.
  - b. The register of eligible candidates for the position of investigator shall be published as a special order.
  - c. Members may request feedback on their Assessment Phase performance by emailing [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) no later than two weeks after the register has been published.

## VI. REFERENCE MATERIALS

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

NOTE: In instances when a directive is published after this announcement, the material listed in Attachment B shall be utilized unless members are directed otherwise through the publication of a teletype indicating a specific modification to Attachment B.

- B. Members are encouraged to familiarize themselves, prior to participating in the 2017 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.

- C. Members are encouraged to familiarize themselves with investigative procedures used within the Metropolitan Police Department's district detective units.

## VII. ADDITIONAL INFORMATION

- A. All communication related to this process must be emailed to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).
- B. Members shall use their assigned dc.gov email addresses for all communication regarding this process.
- C. Any circumstances including, but not limited to testing accommodations related to the Americans with Disabilities Act (ADA), religious accommodations, or others that would affect any member's availability or ability to participate in the 2017 Investigator Selection Process at any time during the time period specified in this circular shall be reported **immediately and no later than Wednesday, January 25, 2017**, to the Testing and Assessment Branch at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) using their assigned dc.gov email address. Members failing to make an official notification prior to the date listed herein may not be accommodated.
- D. Members who are activated or who anticipate being activated for service and are located outside the DC Metropolitan area in the Armed Forces, Reserve, National Guard, or other uniformed service and wish to be a candidate for this selection process shall submit an application. After submitting their application members shall immediately submit a memorandum 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. **Members shall ensure military deployment notifications are received no later than Wednesday, January 25, 2017.**
  - 1. The memorandum shall state the member's intent to apply and certify that the member meets all eligibility requirements.
  - 2. 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, a non-MPD email address.
    - c. Specify the MPD unit of assignment and name of his or her MPD Commanding Official.

- E. The following members are connected to the Investigator and Detective Grade One Selection Process and are therefore not permitted to discuss any part of the selection process with any member.

Captain Chanel Dickerson  
Captain Durriyyah Habeebullah  
Captain Andre Wright  
Lieutenant John Haines  
Sergeant Amber Chesla  
Detective Grade One Bryan Kasul

Any exchange of test related confidential information between members may lead to an investigation as well as possible disciplinary action, up to and including termination.

- F. Members should familiarize themselves with basic computer and word processing operations.
- G. The names of members who complete all components (i.e., Phase I and Phase II) of the 2017 Investigator Selection Process shall be placed on the 2017 Register of Eligibles in descending order of the weighted components of the 2017 Investigator Selection process. The names of members with identical ratings shall be ordered pursuant to Article 25, *Seniority*, Labor Agreement between the MPD and the Fraternal Order of Police MPD Labor Committee.
- H. Disciplinary action shall affect a member's eligibility for selection to the position of Investigator in accordance with the Labor Agreement between the FOP/Metropolitan Police Department Labor Committee and the Metropolitan Police Department.
- I. Pursuant to General Order 201.01 (Non-Uniformed Assignments), Part III(D)(3)(g)(5), members selected to be investigators cannot have adverse judicial or administrative findings related to truthfulness in their background that would preclude them from being able to testify or apply for warrants. Investigators selected pursuant to this process who subsequently sustain adverse judicial or administrative findings related to truthfulness shall be subject to removal from the position.
- J. Unless otherwise authorized by the Chief of Police, the 2017 Register of Eligibles for Investigator shall remain in effect for two years from the date the Register is established.
- K. Members who require clarification regarding this circular may contact the Testing and Assessment Branch by emailing [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

**VIII. EMERGENCIES CONNECTED WITH EITHER PHASE I OR PHASE II**

- A. Candidates reporting to the JW Marriott for the written multiple-choice test (Phase I) later than the check-in time on Saturday, March 4, 2017, shall be considered late.
- B. Candidates reporting to the Metropolitan Police Academy entrance later than their assigned check-in time on Saturday, March 25, 2017, shall be considered late.
- C. Each instance of lateness shall be reviewed by the Chairman, 2017 Investigator Selection Process Security Committee, Assistant Chief Kimberly Chisley-Missouri of the Internal Affairs Bureau, or her designee, (Chairman) who shall determine whether the candidate shall be permitted to participate.
- D. 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 who shall dispatch at least one sworn official to the candidate's location.

The sworn official shall:

  - a. Obtain a summary of the pertinent facts;
  - b. Remain with the involved candidate through the completion of his or her required tasks;
  - c. Transport the candidate to the Chairman, at Metropolitan Police Academy; and
  - d. Perform other appropriate duties as directed by the Chairman.
- E. 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.

**IX. PROVISION**

Where the provisions contained in this directive are in conflict with directives previously issued, the provisions in this directive shall prevail.

**X. ATTACHMENTS**

1. Attachment A: Application Procedures for the 2017 Investigator Selection Process
2. Attachment B: 2017 Investigator Selection Process Reference Materials

A handwritten signature in black ink, appearing to read 'Peter Newsham', with a long horizontal flourish extending to the right.

Peter Newsham  
Interim Chief of Police

PN:RJC:MOC:LAW

**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 1**

Access Acadis using the following URL: <https://mpd-portal.acadisonline.com>

or access Acadis by logging into the MPD Intranet Homepage and clicking on the *Learning Management* link located beneath the *Training and Safety* section.

The screenshot shows a web browser window with the URL <https://mpd-portal.acadisonline.com/acadisviewer/login>. The page features the MPD badge logo on the left and the ACADIS logo (powered by the ACADIS Readiness Suite) on the right. The main heading reads "THE METROPOLITAN POLICE DEPARTMENT'S LEARNING MANAGEMENT SYSTEM PRESENTED BY ENVISAGE".

**Sign in**

E-mail address (Username)

Password

[Forgot your password?](#)

[Terms of Service](#) | [Feedback](#)

The Metropolitan Police Department's Learning Management System Presented by Envisage  
The Metropolitan Police Department's Learning Management System Functions allow the individual user to:

- Register for in-person training
- Participate in on-line learning
- Review their training records and history

The Metropolitan Police Department's On-line Integrity Policy

If you login, access, or take a module that consists of or contains a test, completion of that test is to be an individual effort. You are to complete the test yourself and you shall not direct nor allow any other person to take the test on your behalf.

You shall not provide draft or actual test questions or answers to any other person. You shall not take the test on behalf of any other person, nor shall you solicit nor accept draft or actual test questions or answers from any other person.

Any allegation that a testing rule has been violated will be investigated. Persons who violate any testing rule shall be subject to discipline, up to and including termination. Persons who become aware of an alleged testing rule violation shall follow Departmental procedures for reporting alleged misconduct.

By taking this test you hereby certify and affirm that the completion of this test was an individual effort by you, and that you have followed all applicable testing rules.

By logging into the learning management system, you affirm that you have used your assigned user name and password.

**Resources**

- [Available Training](#)
- [Training Catalog](#)
- [WebForms](#)
- [List of Organizations](#)

**Technical Support**

For technical support, questions, or comments on this site, please contact:

Ms. Renee S. Kennedy, MACJ, CPM  
Office: (202) 645-6095  
[renee.kennedy@dc.gov](mailto:renee.kennedy@dc.gov)

Sergeant Teresa Flynn  
Office: (202) 645-5539  
[teresa.flynn@dc.gov](mailto:teresa.flynn@dc.gov)

For support related to online courses, please contact:

Set. Teresa Flynn

10:51 AM  
12/5/2016

**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 2**

- a. Select the **Training and Events** tab to view the menu.
- b. Select **Browse or Sign Up for Training** from the drop down menu.

The screenshot shows a web browser window displaying the MPD Portal's Learning Management System. The browser address bar shows the URL: <https://mpd-portal.acadisonline.com/AcadisViewer/Registration/TrainingEventList.aspx>. The page title is "THE METROPOLITAN POLICE DEPARTMENT'S LEARNING MANAGEMENT SYSTEM PRESENTED BY ENVISAGE". The user is logged in as "Kennedy, Renee S.". The navigation menu includes "Home", "Training & Events", "Registration", "Organization", "Personnel", and "Academy Resources\*". The "Training & Events" menu is open, showing options like "Browse or Sign up for Training", "View Training Catalog", "Submit Completed Training for Approval", "View Submitted Training", "Print a Report of Completed Training", "Request Lesson Plan Approval", "View Lesson Plans", "Plan an Event", and "See My Planned Events". The "Browse or Sign up for Training" option is selected. Below the menu, a table lists training events with columns for "Location", "Training Dates", "Reg. Ends", "Reg. Status", and "Avail. Seats". The table contains several rows of training events, including "2016 Online Training - 2016 - OVC Chapter 6 - Focus on Youth", "2016 Online Training - 2016 - OVC Chapter 7 - Legal Needs and Rights of Victims", "2016 Online Training - 2016 - OVC Chapter 8 - The Victim-Centered Case", "2016 Online Training - 2016 - OVC Chapter 9 - Now That We Are Free", "2016 Online Training - 2016 Aware Mobile Console Introduction", "2016 Online Training - 2016 Canvas Acadis Training", "2016 Online Training - 2016 Changes to Mobile Public Safety (MPS) Protocols for Officers", and "2016 Online Training - 2016 Child Sex". The "Reg. Status" for all events is "Open", and the "Avail. Seats" column contains an "Assign" link for each event. The Windows taskbar at the bottom shows the time as 10:58 AM on 12/5/2016.

Location	Training Dates	Reg. Ends	Reg. Status	Avail. Seats
Inaugural	Online		Open	<a href="#">Assign</a>
OVC Services	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 6 - Focus on Youth	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 7 - Legal Needs and Rights of Victims	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 8 - The Victim-Centered Case	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 9 - Now That We Are Free	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 Aware Mobile Console Introduction	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 Canvas Acadis Training	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 Changes to Mobile Public Safety (MPS) Protocols for Officers	Online		Open	<a href="#">Assign</a>
2016 Online Training - 2016 Child Sex	Online		Open	<a href="#">Assign</a>

**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 3**

- a. View **List of Available Training** on the left hand side of the screen.
- b. Look below the words By Program and place a check in the box next to **2016 Online Training**.

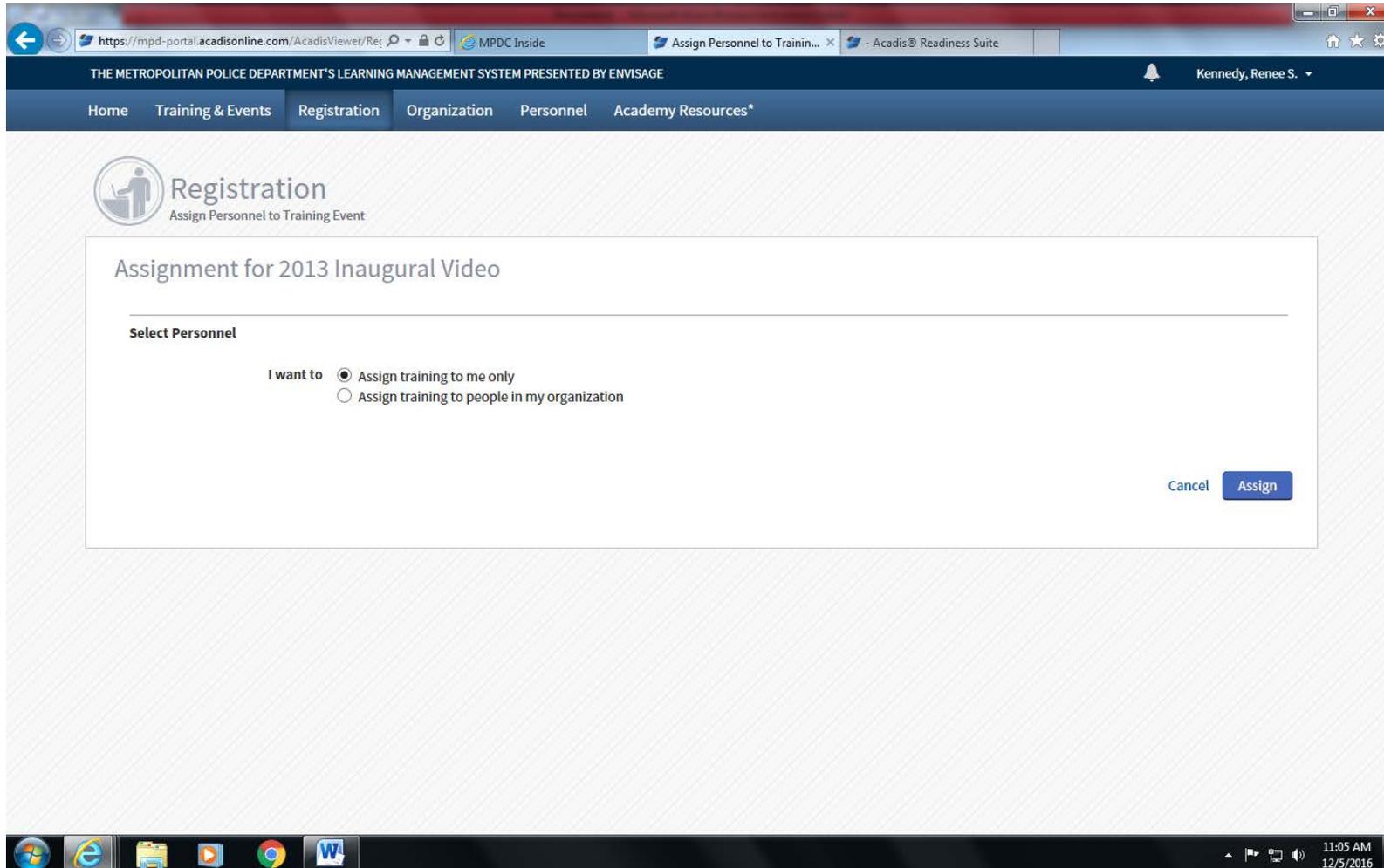
The screenshot shows a web browser window displaying the MPD Portal's Learning Management System. The page title is "Registration" and the main heading is "List of Available Training". On the left, there is a "Refine Your Search" sidebar with a "By Program" section. The "2016 Online Training" checkbox is checked. The main table lists various training events with columns for Training Event, Location, Training Dates, Reg. Ends, Reg. Status, and Avail. Seats. Each row has an "Assign" link.

Training Event	Location	Training Dates	Reg. Ends	Reg. Status	Avail. Seats
2016 Online Training - 2013 Inaugural Video	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 5 - Effective Victim Services	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 6 - Focus on Youth	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 7 - Legal Needs and Rights of Victims	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 8 - The Victim-Centered Case	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 - OVC Chapter 9 - Now That We Are Free	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 Aware Mobile Console Introduction	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 Canvas Acadis Training	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 Changes to Mobile Public Safety (MPS) Protocols for Officers	Online			Open	<a href="#">Assign</a>
2016 Online Training - 2016 Child Sex	Online			Open	<a href="#">Assign</a>

**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 4**

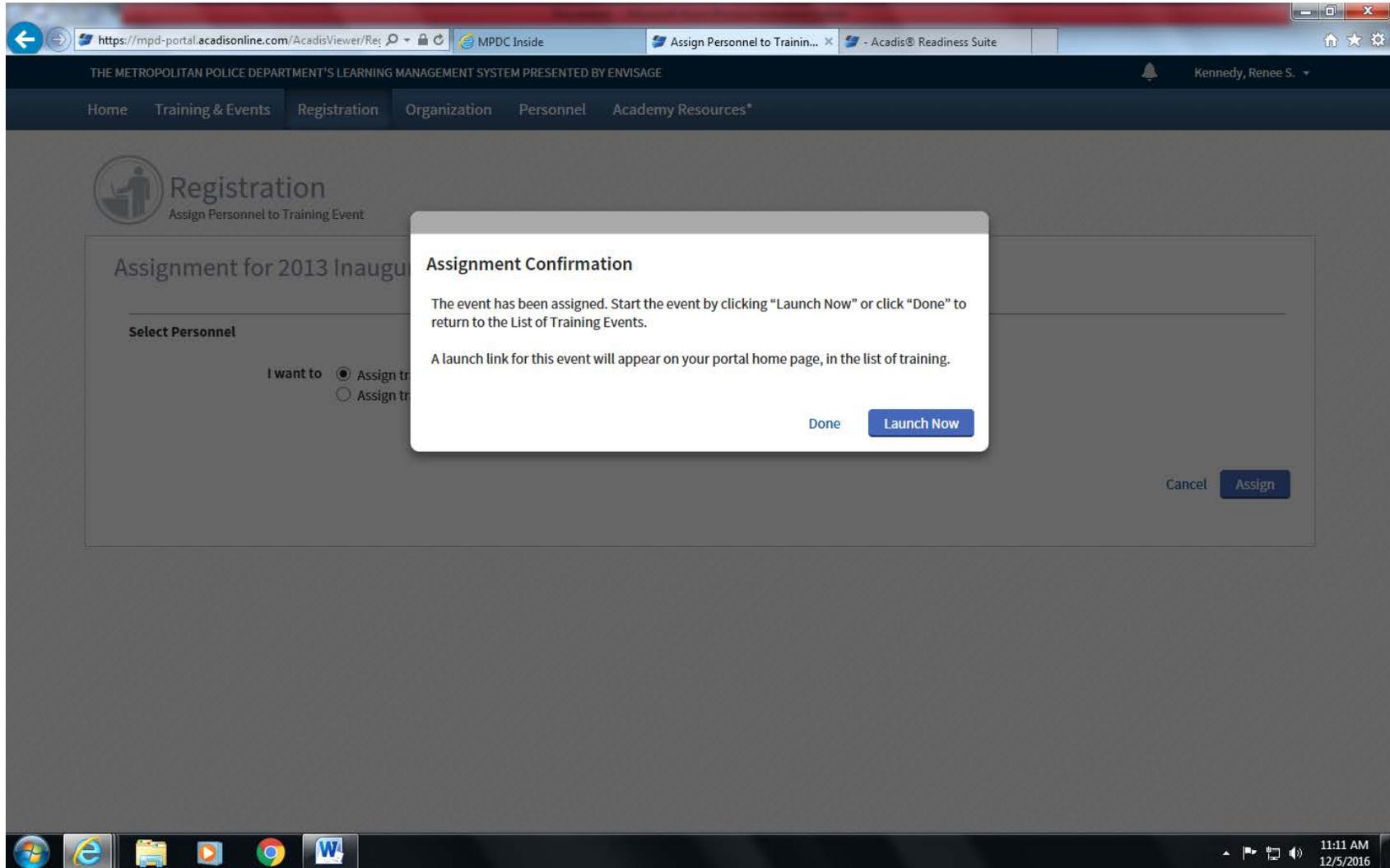
- a. Find “2017 Investigator Selection Process Application”.
- b. Click **ASSIGN** on the right hand side next to the application title.



**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 5**

After selecting the application, click **Launch Now** in order to complete the application.



**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 6**

The module will now appear on your homepage.



**Attachment A**  
**Application Procedures for the 2017 Investigator Selection Process**

**STEP 7**

After launching the module, certify that you meet all minimum qualifications by providing an affirmative response to each of the six questions in the quiz.

Ensure that you submit your application.

The submission of an application through Acadis indicates that the candidate is certifying that his or her application is accurate to the best of his or her knowledge and that he or she meets all eligibility requirements for the 2017 Investigator Process listed herein.

Members making false or untrue statements shall be subject to an investigation, and if sustained, discipline up to and including termination.

Members experiencing technical difficulties accessing Acadis should contact Renee Kennedy at [renee.kennedy@dc.gov](mailto:renee.kennedy@dc.gov) or Sergeant Teresa Flynn at [Teresa.Flynn@dc.gov](mailto:Teresa.Flynn@dc.gov).

**Attachment B  
2017 Investigator Selection Process Reference Materials**

<b>Topic/Series/#</b>	<b>Effective Date</b>	<b>Subject</b>
<b>200 SERIES</b>		
GO-PER-201.01	9/15/2014	Non-Uniformed Assignments
GO-PER-201.26	4/5/2011	Duties, Responsibilities and Conduct of Members of the Department
GO-PER-201.35	3/25/2001	Customer Service Standards and Testing
GO-OPS-204.06	6/13/2003	Victim/Witness Services
<b>300 SERIES</b>		
GO-SPT-302.13	3/11/2016	Body Worn Camera Program
GO-OPS-303.09	3/28/2014	License Plate Reader Program
GO-PER-304.01	10/11/1987	Operation and Management of Criminal Investigations
GO-OPS-304.06	2/16/2016	Adult Sexual Assault Investigations
GO-PCA-304.07	4/18/2013	Procedures for Obtaining Pretrial Eyewitness Identification
GO-SPT-304.08	4/30/1992	Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers
GO-SPT-304.09	5/18/2004	Truth Verification Devices
GO-OPS-304.10	8/30/2013	Police-Citizen Contacts, Stops and Frisks
GO-OPS-304.11	11/7/2003	Intrafamily Offenses
GO-OPS-304.12	8/16/2010	Confidential Sources, Confidential Informants, and Cooperating Witnesses
GO-SPT-304.13	4/30/2004	The Use of Photographs in Criminal Investigations (Cross reference SO-13-13)
GO-SPT-304.16	2/2/2006	Electronic Recording of Custodial Interrogations
GOC-11-02	8/12/2011	Electronic Recording of Custodial Interrogations
GO-SPT-304.18	10/6/2015	Language Access Program

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<b>Topic/Series/#</b>	<b>Effective Date</b>	<b>Subject</b>
<b>300 SERIES (CONTINUED)</b>		
GO-OPS-304.19	7/19/2012	Video Recording, Photographing, and Audio Recording of Metropolitan Police Department Members by the Public
GO-PER-305.01	12/10/1990	Handling Juveniles
GO-RAR-306.01	2/18/2005	Canine Teams
GO-OPS-308.09	7/12/2011	Investigating Robberies
<b>400 SERIES</b>		
GO-SPT-401.01	7/19/2012	Field Reporting System
GO-OPS-401.08	10/17/1994	Notification of Next of Kin in Cases of Serious Injuries or Fatalities
<b>500 SERIES</b>		
GO-PCA-501.02	1/5/2015	Handling Interactions with Transgender Individuals
GO-PCA-501.04	1/30/2007	Conducting Police Business in Federal Government Buildings
<b>600 SERIES</b>		
GO-SPT-601.01	4/30/1992	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-11-03	9/12/2011	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-12-03	4/30/2012	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-12-07	7/10/2012	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-13-04	7/9/2013	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GO-SPT-601.02	2/3/2004	Preservation of Potentially Discoverable Material
GO-OPS-603.07	12/19/2002	Closed Circuit Television Cameras (CCTV)

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<b>700 SERIES</b>		
GO-PCA-701.01	12/31/2008	Courts and Hearings
GOC-12-06	6/18/2012	Courts and Hearings
GO-PCA-701.06	8/2/2005	Court Appearance Notifications
GO-PCA-702.03	12/23/2013	Search Warrants
<b>SPECIAL ORDERS</b>		
SO-91-14	1/6/1992	Witness Protection Program
SO-04-17	9/3/2004	Issuance and Service of Grand Jury and Trial Subpoenas
SO-09-03	6/1/2009	Validation of Individuals as Members of Criminal Gang
SO-11-22	12/1/2011	Bias-related/Hate Crimes
SO-12-16	7/17/2012	Investigative Responsibilities for Reports of Injured Persons to Hospitals
SO-13-04	5/14/2013	Investigative Support Unit
SO-13-13	11/27/2013	Photographs, Video Recordings, and Audio Recordings of Crime Scenes (Cross reference 304.13)
SO-14-03	6/6/2014	Requesting Video Evidence
<b>STANDARD OPERATING PROCEDURE</b>		
SOP-05.01	9/12/2005	Customer Service Standards and Testing
SOP-03.01	4/8/2003	Investigative Case Tracking and UCR Classification
<b>EXECUTIVE ORDER</b>		
EO-16-008	8/30/2016	Update to EO-16-002 (Processing Crime Scenes: AXON Capture, Crime Scene Investigations Division, and Department Forensic Sciences)
<b>TELETYPES</b>		
TT-04-013-07	4/5/2007	Custodial Interview/Interrogation of Hospitalized Juveniles

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TT-08-044-08	8/19/2008	Injured Persons to the Hospital
TT-09-014-08	9/4/2008	Clarifying GO-304.01 Operation and Management of Criminal Investigations, Part I, Section B. Follow up Investigation
TT-07-060-09	7/22/2009	PD Form 47 [Warning as to Your Rights]
TT-08-026-11	8/9/2011	Miranda Warnings to Juveniles
TT-10-019-11	10/6/2011	General Procedures, Juveniles Charged Under DC Official Code, Title 16
TT-11-019-11	11/4/2011	Additional Procedures, Juveniles Charged Under DC Official Code
TT-10-025-13	10/07/2013	Department of Forensic Sciences (DFS)
TT-04-019-14	4/4/2014	Arrest Warrant Affidavits
TT-06-037-14	6/12/2014	Reminder: Face-to-Face Contacts and Telephone Calls or Correspondence in a Non-English Language
<b>UNITED STATES OF AMERICA BILL OF RIGHTS</b>		
Amendment 3		
Amendment 4		
Amendment 5		
<b>Titles and Chapters of District of Columbia Criminal Law and Procedure Annotated, as of July 2015</b>		
Title 22: Criminal Offenses (Subtitles up to Chapter 35)		
Title 23: Criminal Procedures (Chapters 5 and 9)		
<b>BOOK</b>		
Walker, Jeffrey T., and Hemmens, Craig. (2015). <i>Legal Guide for Police: Constitutional Issues</i> . (Tenth Edition). Burlington, MA: Anderson Publishing.		
<b>NOTE:</b> Copies are available for purchase electronically or in print from various online retailers including Barnes and Noble, Amazon, Google Play, ebooksgogo.com, routeledgetextbooks.com, and/or Valorebooks.com.		