

# CIRCULAR



DISTRICT OF COLUMBIA

Title	<b>Announcement of the 2019 Investigator Selection Process</b>
Number	<b>CIR-19-16</b>
Effective Date	<b>September 13, 2019</b>
Rescinds:	CIR-16-08 (Announcement of the 2017 Investigator Selection Process), Effective Date December 9, 2016
Related to:	GO-PER-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 position of investigator 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 to the position of investigator. The goal of the 2019 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 2019 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 2019 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 November 24, 2019;
○ Have the Optional Sick Leave and Expected Tardiness program privileges in effect since November 24, 2018;
○ Have a most recent (Fiscal Year 2018) 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 2018 annual performance rating, the member's Fiscal Year 2017 annual performance rating may be utilized. In both instances, in order to meet the eligibility requirement for the 2019 Investigator Selection Process, the member's performance rating shall have been *Meets Expectations* or greater.

Members with questions related to creditable service shall contact Ms. Ashley Whittington at [ashley.whittington@dc.gov](mailto:ashley.whittington@dc.gov). Members with questions related to performance ratings shall contact Ms. Renee Turner-Inman at [renee.turner-inman2@dc.gov](mailto:renee.turner-inman2@dc.gov). Members with questions related to in-service training or firearms certifications shall contact their training coordinator or the Metropolitan Police Academy at [mpa.continuingstudies@dc.gov](mailto:mpa.continuingstudies@dc.gov). 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).

### IV. APPLICATION PROCEDURES

- A. Members who wish to apply for the 2019 Investigator Selection Process shall be required to participate in a two-step mandatory application process and the two phase selection process. A member's failure to comply with any step in either the application process or two phase selection process will automatically forfeit a member's opportunity to have their name placed on the register of eligibles.
1. **Step 1:** View and respond to a video about investigative services via MPD's Learning Management System, Acadis. A teletype will be published identifying the release date and identifying the application period. No exceptions shall be made for late applications.
    - a. Access the video "2019 Investigator Description" using Acadis, 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.
  2. **Step 2:** Members who have completed step 1, described above, will receive an email indicating that they may register for the 2019 Investigator Selection Process using Acadis.

3. Members interested in applying for the 2019 Investigator Selection Process shall:
  - a. Complete step 1 described herein;
  - b. Launch the Acadis module;
  - c. Certify that they meet all of the minimum qualifications by providing an affirmative response to each of the four questions in the quiz; and
  - d. Submit their application.
    - (1) 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 2019 Investigator Selection Process listed herein.
    - (2) Members making false or untrue statements shall be subject to an investigation, and if sustained, discipline up to and including termination.
    - (3) Members experiencing technical difficulties accessing Acadis should send an email to the Metropolitan Police Academy, Continuing Studies Branch at [mpa.continuingstudies@dc.gov](mailto:mpa.continuingstudies@dc.gov).

## V. SELECTION PROCESS STRUCTURE

- A. Interested members shall participate in a competitive process.
- B. The 2019 Investigator Selection Process shall consist of a two phase process.
- C. The first phase shall be a knowledge based written multiple-choice exam, and the second phase shall be an assessment phase comprised of at least two exercises, an oral exercise and a writing exercise.
- D. Members must participate in all components of all phases in order for their names to be placed on the register of eligibles.
- E. 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 2019 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.
- F. 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.
- G. The written multiple-choice exam shall contain multiple-choice items designed to evaluate members' investigative knowledge and shall be based upon all the reference materials listed in Attachment A.
- H. The assessment phase shall include exercises designed to evaluate members' application of the reference materials as associated with the competencies listed herein.
- I. 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
Phase I: Investigator Written Multiple-Choice Test	20%
Phase II: Investigator Structured Interview	40%
Phase II: Investigator Writing Exercise	40%

J. Phase I: Written Multiple-Choice Exam

1. Date: Saturday, November 2, 2019

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 candidates to check-in at 0900 hours. All candidates must arrive at the test location no later than 1000 hours.

3. Location: Walter E. Washington Convention Center  
Ballroom A/B/C (third floor)  
801 Mount Vernon Place, NW  
Washington, D.C. 20001

Candidates are permitted to enter through the L Street entrance (south side of the street) or Mount Vernon Avenue entrance **only**.

4. 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.

5. Prohibited items:

No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, iPads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic, Bluetooth and/or Wi-Fi enabled 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.

6. Following check-in members shall be directed to the location where they shall take the test.

7. All candidates shall be provided with an exam booklet and an answer sheet.
8. Members shall be permitted to take their exam booklets with them after it is confirmed that **all** candidates have checked in for and begun the exam.
9. Members are encouraged to note their selected answers in their exam booklet. However, members' scores are generated **only** from the answers marked on their submitted answer sheet.
10. The answer key for the written multiple-choice exam shall be published via teletype.
11. Candidates shall have until Monday, November 4, 2019 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 exam vendor to consider each appeal.
14. Each candidate submitting an appeal shall receive notification of receipt of their appeal. Candidates **will not** receive individual emails regarding whether their appeal was sustained or denied.
15. A teletype shall be published indicating all sustained question numbers.
16. In cases where an exam item is identified for removal, all candidates shall receive credit regardless of their response. In cases where an exam 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 by exam booklet number indicating each candidate's final rank order on the written multiple-choice exam.

**VI. ADVANCEMENT TO PHASE II**

- A. Following the computer-based scoring of the Phase I written multiple-choice exam, a numerical ranking of candidates shall be established and shall be based upon written multiple-choice exam scores. **Not all candidates will proceed to successive phases of testing.**
- B. The cut-off will be announced via teletype and members meeting or exceeding the cut-off shall be invited to participate in the Phase II of the Investigator Selection Process Assessment.
- C. Members invited to participate in successive components comprising the 2019 Investigator Selection Process shall note that their scores from Phase I will be combined with their scores from Phase II of the Selection Process in order to create a register of eligible candidates from which selections may be made.
- D. Days off will not be altered to accommodate members' participation in any portion of the Selection Process.
- E. Members who are scheduled to work on any exam date throughout the Selection Process shall report to their element prior to their exam time and shall report immediately to their element following completion of the exam provided their shift has not yet ended. In the event that the testing process extends beyond one's scheduled shift, this stipulation will not be applicable as members shall not be required to return to their elements once their shifts have ended.
- F. Phase II of the selection process (i.e., a video-based structured interview and a writing exercise) shall utilize **all** reference materials listed in Attachment A.
- G. An optional candidate orientation video shall be offered. Details shall be provided via teletype.
- H. Optional candidate question and answer sessions shall be offered. The orientation video shall **not** be shown during the question and answer sessions. Details shall be provided via teletype.
- I. Advancement to the 2019 Investigator Selection Process Assessment Phase is not a guarantee of selection to the position of investigator.
- J. **Phase II: Investigator Selection Process Assessment**
1. **Date:** Thursday, November 14, 2019  
  
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.
  2. **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 Tuesday, November 12, 2019.

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.

3. Location: Metropolitan Police Academy  
4665 Blue Plains, SW  
Washington, D.C. 20032

4. 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.

5. Prohibited items:

No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, iPads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic, Bluetooth and/or Wi-Fi enabled 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.

6. Candidates shall not leave the Academy until all members have checked-in for the day.

7. Members are encouraged to bring food and drink that do not require refrigeration to the exam. Members may also bring paper-based, non-test related materials such as novels, newspapers, or magazines to the exam.

8. Video-Based Structured Interview

- a. Members shall complete the structured interview in an individual test room where a proctor shall provide instructions.
- b. Members shall be provided with a test manual, writing instrument, and scratch paper.
- c. Exam instructions and materials will be presented via DVD.
- d. Members shall be expected to view scenarios presented via DVD and provide oral responses.
- e. Each member's oral responses shall be digitally recorded for scoring at a later date by a three person panel.



- f. Members' oral responses shall be evaluated based upon the content and correctness of their oral responses, as well as their overall oral communication.

9. Writing Exercise

- a. Members shall complete the Investigator Selection Process Writing Exercise in a computer lab.
- b. Proctors will provide members with oral instructions, a test manual, a computer, a writing instrument, and scratch paper.
- c. Each member shall be expected to read and review written documents and prepare related investigative documents.
- d. Members shall be expected to complete the writing exercise utilizing a computer equipped with Microsoft Office version 2010; therefore, members shall familiarize themselves with all programs included in the Microsoft Office suite.
- e. Members should familiarize themselves with saving documents to a USB drive.
- f. Members' writing exercises shall be evaluated by a three person panel based upon the content and correctness of their written responses as well as their overall written communication.

10. 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 circular.
- 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.

## VII. REFERENCE MATERIALS

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

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

- B. Members are encouraged to familiarize themselves, prior to participating in the 2019 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. Both phases of the Investigator Selection Process shall be comprised of items generated from the materials provided in Attachment A.
- D. All MPD Directives and teletypes are available using Directives Online.
- E. The reference materials listed in Attachment A are available via Google Drive within the folder titled "2019 Investigator".
- F. The Google Drive can be accessed by any member from any computer with an Internet connection by logging in with their MPD credentials (i.e., MPD email address and password).
- G. Members can also access the materials identified in Attachment A via the following URL: <https://bit.ly/2maYY93>.
- H. Members who choose to access the Google Drive are responsible for the safety and security of the information contained therein.
  - 1. Members **shall not** permit non-MPD personnel to view or access 2019 Investigator materials on the Google Drive.
  - 2. Members **shall not** share or disseminate law enforcement sensitive directives or material without the permission of the Chief of Police, or his or her designee.
  - 3. Members who experience any difficulties accessing the Google Drive shall send an email to [pdb.adminbox@dc.gov](mailto:pdb.adminbox@dc.gov) requesting assistance.
- I. Any modifications to the reference materials listed herein will be announced via teletype and simultaneously updated within this circular. Members will be responsible for such reference materials **as modified, not as originally published**.
- J. **Members shall not use MPD resources to print any reference materials.**

## VIII. ADDITIONAL INFORMATION

- A. Members who wish to participate in the 2019 Investigator Selection Process must meet all eligibility requirements outlined within this circular.
- B. A teletype will announce the registration deadlines.
- C. **In order to ensure confidentiality, there will be no makeup dates or times for any phase associated with the 2019 Investigator Selection Process.**
- D. All communication related to this selection process shall be emailed to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

- E. Members shall use their assigned dc.gov email addresses for all communication regarding this process.
- F. Any circumstances including, but not limited to, testing accommodations related to the Americans with Disabilities Act (ADA), religious accommodations, or others that would directly affect any member's ability to participate in the 2019 Investigator Selection Process at any time during the time period specified in this circular shall be reported **immediately and no later than Wednesday, September 25, 2019**, 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.
- G. 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). **Members shall ensure military deployment notification are received no later than Wednesday, October 2, 2019.**
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.
- H. The following members are connected to the Investigator and Detective Grade One Selection Process and therefore shall not discuss any part of the selection process with any member.
- Captain Daniel Godin  
Captain Teresa Weedon  
Sergeant Brian Hallahan  
Detective Grade One Ebony Boyd  
Detective Grade One Gregory Pemberton
- 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.
- I. Members should familiarize themselves with basic computer and word

processing operations.

- J. The names of members who complete all components (i.e., Phase I and Phase II) of the 2019 Investigator Selection Process shall be placed on the 2019 Register of Eligibles in descending order of the weighted components of the 2019 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.
- K. 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.
- L. Pursuant to GO-PER-201.01 (Non-Uniformed Assignments), Part III(F)(4)(g)(7), members selected to be investigator cannot have 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.
- M. Unless otherwise authorized by the Chief of Police, the 2019 Register of Eligibles for investigator shall remain in effect for two years from the date the Register is established.
- N. 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).

#### **IX. EMERGENCIES CONNECTED TO PHASE I OR PHASE II**

- A. Candidates reporting to any testing location check-in for any testing activity later than their assigned check-in time shall be considered late.
- B. Each instance of lateness shall be reviewed by the Chairman, 2019 Investigator Selection Process Security Committee, Assistant Chief Wilfredo Manlapaz of the Internal Affairs Bureau, or his designee, who shall determine whether the candidate shall be permitted to participate.
- 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 who shall dispatch at least one sworn official to the candidate's location.
    - a. The sworn official shall:
      - (1) Obtain a summary of the pertinent facts;

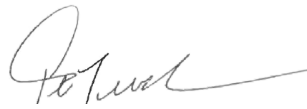
- (2) Remain with the involved candidate through the completion of his or her required tasks;
  - (3) Transport the candidate to the Chairman, at Metropolitan Police Academy; and
  - (4) Perform other appropriate duties as directed by the Chairman.
- D. Any other emergency situation shall be immediately reported by the involved candidate to the CIC, which shall be responsible for reporting the pertinent information to the Chairman.

#### **X. PROVISIONS**

- A. Where the provisions contained in this directive are in conflict with directives previously issued, the provisions in this directive shall prevail.
- B. When teletypes are published related to the 2019 Investigator Selection Process, the information in the teletypes shall supplement the information contained within this directive.

#### **XI. ATTACHMENTS**

- A. 2019 Investigator Selection Process Reference Materials
- B. 2019 Investigator Selection Process Candidate Information by Ergometrics & Applied Personnel Research, Inc.



Peter Newsham  
Chief of Police

PN:MBH:LAW:MOC:BK

**Attachment A**  
**2019 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-SPT-204.01	4/13/2001	Media
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-SPT-304.04	7/12/2011	Interception of Wire or Oral Communications
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-OPS-304.08	12/18/2018	Crime Scene Response and Evidence Collection
GO-OPS-304.10	7/9/2019	Field Contacts, Stops, and Protective Pat Downs
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-OPS-304.14	11/17/2013	Interaction with Deaf and Hard of Hearing Persons
GO-SPT-304.16	2/2/2006	Electronic Recording of Custodial Interrogations

**Attachment A  
2019 Investigator Selection Process Reference Materials**

<b>Topic/Series/#</b>	<b>Effective Date</b>	<b>Subject</b>
<b>300 SERIES (CONTINUED)</b>		
GOC-11-02	8/12/2011	Electronic Recording of Custodial Interrogations
GO-SPT-304.18	10/6/2015	Language Access Program
GO-OPS-304.19	7/19/2012	Video Recording, Photographing, and Audio Recording of Metropolitan Police Department Members by the Public
GO-RAR-306.01	2/18/2005	Canine Teams
GO-OPS-308.09	7/12/2011	Investigating Robberies
GO-OPS-308.14	10/31/2011	Interactions with Homeless Persons
GO-OPS-309.03	4/4/2006	Forcible Entries/Property Damage Cause by MPD Police Action
GO-SPT-309.06	11/18/2010	Child Abuse and Neglect
<b>400 SERIES</b>		
GO-SPT-401.01	7/19/2012	Field Reporting System
<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
GO-PCA-501.05	7/15/2004	Arrests of Armed Forces Personnel
GO-PCA-501.06	11/22/2002	Fugitives From Justice
<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

**Attachment A  
2019 Investigator Selection Process Reference Materials**

<b>Topic/Series/#</b>	<b>Effective Date</b>	<b>Subject</b>
<b>600 SERIES (CONTINUED)</b>		
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)
<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-04-17	9/3/2004	Issuance and Service of Grand Jury and Trial Subpoenas
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
SO-15-08	4/4/2015	Cell Phone Recovery Process
<b>STANDARD OPERATING PROCEDURES</b>		
SOP-03.01	4/8/2003	Investigative Case Tracking and UCR Classification



**Attachment A  
2019 Investigator Selection Process Reference Materials**

<b>Topic/Series/#</b>	<b>Effective Date</b>	<b>Subject</b>
<b>STANDARD OPERATING PROCEDURES (CONTINUED)</b>		
SOP-05.01	9/12/2005	Customer Service Standards and Testing
<b>EXECUTIVE ORDERS</b>		
EO-16-006	8/2/2016	Use of AXON Capture Application: Reporting, Classification, and Equipment
EO-17-021	6/30/2017	Interactions with Limited-English Proficient and Non-English Proficient Individuals
EO-17-035	12/12/2017	Revised PD Form 122-A (Photo Array Identification Instructions and Viewing Sheet) and PD Form 122-B (Show-Up Identification instructions and Viewing Sheet)
<b>TELETYPES</b>		
TT-04-013-07	4/5/2007	Custodial Interview/Interrogation of Hospitalized Juveniles
TT-08-044-08	8/19/2008	Injured Person to the Hospital
TT-09-014-08	9/4/2008	Clarifying GO-PER-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) in Non-English Languages
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, Title 16
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>Titles and Chapters of District of Columbia Criminal Law and Procedure</b>		
Title 22: Criminal Offenses and Penalties (Subtitles up to Chapter 35)		
Title 23: Criminal Procedure (Chapters 5 and 9)		

**Attachment A**  
**2019 Investigator Selection Process Reference Materials**

**BOOKS**

Walker, Jeffrey T., and Hemmens, Craig. (2019). *Legal Guide for Police: Constitutional Issues* (Eleventh Edition). New York, NY: Routledge Publishing. (Chapters 6, 7, and 9.) ISBN-13: 978-0-367-02324-9

Attachment B

2019 Investigator Selection Process Candidate Information

By Ergometrics & Applied Personnel Research, Inc.



**ERGOMETRICS & Applied Personnel Research, Inc.**

[www.ergometrics.org](http://www.ergometrics.org) - 425.774.5700

# Candidate Information

## Introduction

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Ergometrics & Applied Personnel Research, Inc., is a human resource management firm specializing in personnel selection and training. Established over 34 years ago, Ergometrics has designed the most comprehensive, award-winning, video and job simulation testing programs in the nation. We have provided personnel testing services for over 2,000 clients in the U.S. and Canada.

Thank you for your interest in participating in the selection process for the rank of Investigator. The role of the police Investigator is one of the most important roles in any police department. Should you be selected to become an Investigator, your performance will influence many people both inside and outside the Department. You will manage subordinate activities, and your chief responsibility is to ensure the department goals are accomplished. As an Investigator you will serve as a role model for many in the Department.

**Disclaimer:** The information provided in this handout is intended to be helpful and to assist you as you prepare for the selection process. It is not meant to advise you of every question that will be asked. Some aspects of the process may be modified, including the order of events and time frames. It is expected that candidates at the level of Investigator will be able to flexibly adjust to conditions that are not exactly as they may have expected.

## Overall Selection Process

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There will be two phases for the Investigator selection process:

1. Phase I: Written Multiple-Choice Exam
2. Phase II: Investigator Assessment

## General Test Information

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- You will be responsible for monitoring your own time and pacing yourself appropriately during the selection process.
- Candidates must answer all questions independently. Talking, sharing answers, or discussing test content during or after the test is not permitted.
- Wearing a watch is recommended, but smart watches are not permitted. Please ensure your watch does not contain any prohibited electronic features.
- Candidates are forbidden from receiving or sending pages, texts, or phone calls during any part of the selection process. **No electronic devices are allowed** in any of the test rooms.
- Get rest and a good night's sleep prior to your test.

# Phase I: Written Multiple-Choice Exam

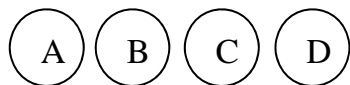
The first phase of the Investigator selection process is a closed-book written multiple-choice exam. Higher level ranks call for extensive knowledge of technical and management topics. The multiple-choice exam will cover important issues identified from the assigned reference material. Questions are 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 be able to apply the information on the job. You are competing for selection with other qualified members of the department. This exam is your opportunity to demonstrate your study ethic and personal effectiveness.

## Overview

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For this exam, candidates will be asked to select the best answer from four (4) answer choices provided. The length of the exam will be three (3) hours. The exam questions are based on the reading list published by the Department. The following information contains additional details about the 2019 Investigator Selection Process Written Multiple-Choice Exam:

- The exam will consist of 100 questions.
- All of the questions will be multiple-choice.
- 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 exam.
- After deciding the best answer in the exam 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 exam booklet in order to compare their answers to the exam key that will be provided via teletype.
- When candidates leave the exam session, they will be able to take their exam booklets with them.
- Candidates will be given up to three (3) hours to take the exam.
- Candidates who complete the exam 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 number 2 pencil must be used to complete the answer sheet in order for the responses to be read by the computer and scored.
- Bring at least two number 2 pencils with working erasers to the test site.

## Example Written Exam Questions

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The following are examples of the types of item formats you may see on the written multiple-choice exam. The sample questions may not reflect the difficulty level of the items in the actual exam. None of the questions below will be included on the actual exam.

### Sample #1: (Question Format)\*

PSA Officer X must use her MPD-issued aerosol OC spray dispenser. What is the maximum 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 \_\_\_\_\_ calendar days of the date of issuance.

- A. five (5)
- B. ten (10) (Correct Answer)
- C. fifteen (15)
- D. twenty (20)

**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.

**\*Sample Questions #1 and #5 have been revised to match current MPD policy and procedures.**

**Preparing to Take Your Written Multiple-Choice Exam**

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Studying the publications assigned is one way to improve your chances of ultimately being the top competitor. There are many different approaches that one can take to studying. An excellent way to prepare for this type of exam is to read each publication twice. First, read it straight through so that you understand the general focus as a whole. Next, 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 and quiz one another. In the end, the choice is personal.

Here are some additional study tips for a written multiple-choice exam:

1. **Minimize environmental distractions.** Try to limit the amount of distractions in your environment when studying. Distractions include, but are 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.** Retaining information is difficult for many people when they are 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. Oftentimes, reviewing these areas before reading a chapter helps you determine and understand the important topics in the chapter. After reading the chapter, you can use overviews and summaries to test yourself on critical knowledge from the chapter.
4. **Quiz yourself.** After you read a chapter or section, quiz yourself on important topics, definitions, etc. You can also use headings and specific terms to develop questions prior to reading the material. Afterwards, while reading the section or chapter, you can try to answer those questions.
5. **Have someone quiz you.** After you read 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 aren't familiar with.
8. **Mark it up.** Highlight and/or underline important sections of the text while you study. Marking up the text will help you concentrate on important topics and also make it easier to review the material again later.
9. **Take notes.** Taking notes of the important topics you read in the text can be an efficient study aid to help you remember what you read.

#### Exam Taking Tips

The multiple-choice written exam questions have four (4) answer choices. To get the highest score, always select the best choice listed, even if more than one answer option seems plausible to you. Be sure to read all answers before choosing. Don't focus on a choice that is not provided. 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. Demonstrate your judgment by picking the one answer that, by itself, is better than any other answer, by itself.

Prepare yourself physically for this exam 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 items you need, such as eyeglasses or tissues.

Here are some additional tips to help you during the book-referenced exam. 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 exam, 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 exam.** When you begin the multiple-choice written exam, 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 exam 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 it, though. 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 approach 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 exam 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. The reason is that they think the first answer

looks plausible, so they stop reading. Don't make the mistake of not reading all of the answers before making a selection. Even if **a** looks like a really good answer, one of the other answers may be better. When you read the alternatives, you may think of something you had missed at first.

- 9. Use process of elimination.** If you aren't sure of the correct answer, use 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.** When reading a situational question, assume that everything is normal, unless the question tells you differently. 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 alternatives, your chances 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 mark only *one* answer for each question.
  
- 13. Use your time wisely.** If you finish 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 exam, don't compromise your chances of success by trying to follow exam-taking tips you may find online. Many of these tips are just bad advice and could cost you points. Use the following statements to exam your assumptions.

### True or False?

**True      False**

\_\_\_\_\_      \_\_\_\_\_      1. If you don't know the answer to an exam question, take a guess.  
*True! Guessing is not penalized, and you just might choose the right answer.*

\_\_\_\_\_      \_\_\_\_\_      2. Choose the longest answer option.  
*False! This kind of general pattern strategy is a very poor approach to take on a modern exam. Answer choice length 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 is present on Ergometrics' exams.*

\_\_\_\_\_

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

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