

DISTRICT OF COLUMBIA

Title	2022 Promotional Selection Process for the Rank of Captain
Number	CIR-21-13
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Rescinds:	CIR-20-03 (2020 Promotional Selection Process for the Rank of Captain), Effective Date: August 19, 2020.

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I. BACKGROUND

Selecting the members who are best suited for elevation to supervisory and management positions is essential to the future success of the Metropolitan Police Department (MPD). Captains are tactical and strategic planners who ensure effective use of available technology, consistency in operations, to include community relations and fairness in personnel management.

II. PURPOSE

The purpose of this circular is to announce the upcoming Department-wide selection process for promotion to the rank of captain. The 2022 Promotional Selection Process is designed to identify members who are best qualified and possess high degrees of competencies in problem solving and analysis, organizational leadership, and communication which are critical to the successful performance of MPD captains.

Participation in the 2022 Promotional 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

- A. The qualifying date of the 2022 Promotional Selection Process shall be: March 19, 2022.

- B. In accordance with 6B DCMR 871.1:

In order to participate in the 2022 Lieutenant to Captain Promotional Selection Process, members shall meet the following requirements:
<ul style="list-style-type: none"> • A lieutenant applying for the captain selection process shall have a minimum of one (1) year of continuous service as a lieutenant in the Metropolitan Police Department, as of the qualifying date of the selection process;
<ul style="list-style-type: none"> • Be serving in the rank of lieutenant as of the qualifying date of the selection process; and
<ul style="list-style-type: none"> • Have achieved an annual performance evaluation of at least “3 = Valued Performer”, “4 = Highly Effective Performer”, or “5 = Role Model” in the rating period prior to the selection process.

NOTE: If a member did not receive a Fiscal Year 2021 Annual Performance Rating, the member’s Fiscal Year 2020 Annual Performance Rating may be utilized. In both instances, in order to meet the eligibility requirement for the 2022 Promotional Selection Process, the member’s performance rating shall have been *Valued Performer* or greater.

- C. The Department respects eligible members’ rights to participate in the promotional process. However, the Department reserves the right not to promote an otherwise eligible member if, in the Department’s view, the member has demonstrated through prior sustained misconduct that the member is not suitable for promotion.
- D. Members with questions related to creditable service shall contact Ms. Ashley Whittington at ashley.whittington@dc.gov. Members with questions related to performance ratings shall contact Captain Daniel Harrington at daniel.harrington@dc.gov. For other related circumstances, members shall contact the Testing and Assessment Branch for guidance by email at mpd.testing@dc.gov.

IV. APPLICATION PROCEDURES

- A. Members who wish to apply for the 2022 Lieutenant to Captain Promotional Selection Processes shall follow departmental related guidelines when published.
1. A teletype shall announce the activation date and end date of the application process. **No exceptions shall be made for late applications.**
 2. Following the publication of the teletype, members will receive an email providing detailed directions related to the application process.
 3. Members will self-certify the accuracy of their application to the best of their knowledge and that they meet all eligibility requirements for the Promotional Process listed herein.
 - a. Members making false or untrue statements shall be subject to an investigation, and if sustained, disciplined, up to, and including termination.

- b. Members experiencing technical difficulties should send an email to the Metropolitan Police Department's Testing and Assessment Branch, mpd.testing@dc.gov or call (202) 727-4772, Monday through Friday, 0900 through 1730 hours prior to the application deadline.

V. SELECTION PROCESS STRUCTURE

- A. Interested members shall participate in a competitive process.
- B. The 2022 Promotional Selection Process for the rank of captain shall consist of a two phase process.
- C. The first phase shall be an in-person written multiple-choice exam, the second phase shall be an in-person assessment phase comprised of at least two exercises, an oral exercise and a writing exercise.
- D. Members must participate in all phases and all exercises comprising the selection process in order for their names to be placed on the register of eligible candidates.
- E. Eight competencies have been identified, through job analysis, as essential for successful performance as a captain. Members at the rank of captain will also be required to serve as field commander or district commander, in the commander's absence. These eight competencies, listed below, shall form the basis of the 2022 Lieutenant to Captain Promotional Selection Process:
 1. **Scene Management:** Takes operational command at critical and non-critical scenes. Properly evaluates and allocates personnel and material resources (e.g., shields, 40 mm, and Taser equipped members) as needed for the safe and proper handling of all incidents. Tasks shall include, but are not limited to, incident assessment, establishment of security perimeters, preservation and collection of evidence, identifying and securing potential witnesses and/or suspects, and soliciting support from specialized units, as dictated by an incident needs assessment, through appropriate channels (e.g., the Command Information Center). Remains on the scene until such time as the situation has either concluded or stabilized and can be delegated to a supervisory official.
 2. **Staffing:** Ensures the allocation of personnel to handle daily operations, emergency and non-emergency calls for service, and the support functions required to maintain administrative operations. Evaluates and deploys personnel resources to impacted area(s) to address current and emerging crime trends. Takes the necessary actions to address any such trends within assigned District, or within the city when serving as field commander.
 3. **Employee Evaluation, Counseling and Training:** Monitors and evaluates subordinate performance to identify strengths and weaknesses.

Immediately addresses potentially egregious behavior. Identifies opportunities for mentoring, both formal and informal, to ensure subordinate personnel are able to execute their job duties and responsibilities. Ensures the proper documentation of counseling is completed when their subordinates' job performance falls outside established departmental guidelines. Personally complies with mandated training and seeks opportunities for professional development from either internal or external sources.

4. **Policies, Rules, and Procedures**: Demonstrates a thorough knowledge of Departmental policies, rules, and procedures through conduct and professional demeanor. Consistently and fairly applies department policies, regulations and laws to the members of their command. Ensures availability as a resource for the members of one's command, for questions concerning the proper application of Departmental policies and procedures, District of Columbia Code, and the United States Constitution.
5. **Administrative and Written Communication Management**: Performs operational support and supervisory functions such as preparing, reviewing, editing, filing, completing, distributing, forwarding, and recording information. Ensures necessary correspondence is completed and forwarded to the appropriate individuals. Presents written information accurately, in an organized manner, using proper terminology, correct spelling, punctuation, sentence and paragraph construction with the aid of a computer and computer software.
6. **Oral Communication**: Presents information in a clear and organized manner using terminology appropriate for the target audience. Utilizes active listening skills to communicate appropriate information based upon the needs of the audience and events. Clearly presents ideas and directives to the members of one's command, to ensure the mission of the Chief of Police and the Metropolitan Police Department are effectively articulated.
7. **Public Relations**: Provides information and assistance to members of the community or the media as requested and while attending community meetings, conducting presentations to civic associations, or providing updates to persons outside of the department regarding incidents of public interest. Leverages knowledge of the Metropolitan Police Department's technology and emerging trends to research and prepare remarks concerning crime trends, significant arrests, or other matters of community or media concern in a professional manner. Handles complaints according to departmental procedures. Maintains visibility and accessibility to the community.
8. **Command Organization Skills**: Analyzes incidents and ensures all operational responsibilities are properly supervised, delegated as appropriate and stabilized. Assigns members under their purview to duties

in a manner that is consistent with the rules and regulations of the Metropolitan Police Department.

- 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 test items designed to evaluate each member's knowledge of the reference materials included herein as well as technical, departmental, supervisory, and management knowledge.
- H. Members possessing the highest scores on the written multiple-choice exam will move forward to the second phase of the Selection Process.
- I. The assessment phase of the Selection Process shall be administered on a single day and shall include exercises designed to evaluate members' application of knowledge of the reference materials, as associated with the competencies listed herein.
- J. The relative weights used to determine the final ratings of members shall be:

2022 Lieutenant to Captain Selection Process Component	Percentage Weight
Phase I: Lieutenant to Captain Written Multiple-Choice Exam	40%
Phase II: Lieutenant to Captain Video-Based Structured Interview	40%
Phase II: Lieutenant to Captain Writing Exercise	20%

K. Phase I: Written Multiple-Choice Exam

Phase I of the 2022 Promotional Selection Process for captain candidates will be a rank appropriate written multiple-choice exam and will take place on Saturday, March 19, 2022. Attachment B contains information specific to the multiple-choice examination.

1. Date: Saturday, March 19, 2022

There shall be **no make-up dates or times** for the written multiple-choice exam; therefore, members shall adjust their leave schedules accordingly.

2. Exam Start Time: 1000 hours.

Doors shall open for candidates to check-in at 0900 hours.

3. Location: Walter E. Washington Convention Center
801 Mount Vernon Place, N.W.
Washington, D.C. 20001

4. Information related to specific testing rooms and entrances will be provided closer to the date of the examination.
5. Days off will not be altered to accommodate members' participation in any portion of the Selection Process. The MPD will not compensate off-duty members for their participation in the Selection Process.
6. Requirements:
 - a. Valid photo ID (i.e., MPD ID or other government issued ID).
 - b. Two #2 pencils with working erasers.
 - c. Face covering, to be worn at all times.
 - d. There is no dress code for this exam. Casual attire is permissible.
7. 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, i-Pads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic and 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 exam. In addition, members are not permitted to bring exam materials, such as reference materials listed within this circular or notes, inside the exam site.
8. Members who choose not to comply with proctors' directions will forfeit their right to continue in the assessment.
9. Members' scores are generated **only** from the final answers selected.
10. The answer key for the written multiple-choice exam shall be published via teletype.
11. Candidates shall have until Monday, March 21, 2022, at 2359 hours to submit their detailed written appeals to mpd.testing@dc.gov.
12. Written appeals must be sent to 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. Subject line of email message must state rank applied for and question number being appealed (e.g., captain, question #67).

- c. Body of the email must contain:
 - (1) Candidate's first name, middle initial, last name, CAD number, and organizational unit.
 - (2) The question number being appealed.
 - (3) A detailed, written description of the correct response.
 - (4) 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 notification regarding whether their appeal was sustained or denied. A teletype shall be published indicating all sustained appeal question numbers.
15. 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.
16. **Not all candidates will proceed to successive phases of testing.**

VI. ADVANCEMENT TO PHASE II

A. Phase I: Written Multiple-Choice Exam

1. 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.**
2. The cut-off score will be announced via teletype. Members meeting or exceeding the cut-off for the written multiple-choice exam will be invited to participate in Phase II of the Promotional Selection Process.
3. Days off will not be altered to accommodate members' participation in any portion of the Selection Process. The MPD will not compensate off-duty members for their participation in the Selection Process.
4. Members who are scheduled to work on any exam date throughout the Selection Process shall report to their element prior to the start and/or following the 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. The MPD will not compensate members participating in the exam process if their participation time extends beyond their scheduled shift.

5. Advancement to the successive phases of testing is not a guarantee of promotion.
6. Phase II of the Selection Process shall utilize all reference materials listed herein.
7. An optional candidate orientation video shall be offered. Details shall be provided via teletype.
8. 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.
9. All communications related to this process must be emailed to mpd.testing@dc.gov.

B. Phase II: Lieutenant to Captain Assessment Details

1. Lieutenant to Captain Assessment Phase Date: Tuesday, March 29, 2022

There shall be **no make-up dates or times** for Phase II 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 account no later than three days prior to Phase II. 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. Face covering, to be worn at all times.
 - b. Valid Photo ID (i.e., MPD ID or other government issued ID).
 - c. Writing instruments.

d. There is no dress code for this exam. Casual attire is permissible.

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, i-Pads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic and 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 exam. In addition, members are not permitted to bring exam materials, such as reference materials listed within this circular or notes, inside the exam site.

6. Candidates shall not leave the Academy until all members have checked in for the day.
7. Members may bring food and drink that do not require refrigeration to the exam.
8. Members may bring paper-based, non-exam related materials such as novels, newspapers or magazines to the exam.
9. Phase II (Assessment Phase) shall utilize the reference materials listed throughout this circular.
10. Days off will not be altered to accommodate members' participation in any portion of the Selection Process. The MPD will not compensate off-duty members for their participation the Selection Process.
11. Advancement to the final phases of testing is not a guarantee of promotion.
12. Members 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 promotions may be made.
13. Phase II (Assessment Phase) shall utilize the reference materials listed throughout this circular.
14. Days off will not be altered to accommodate members' participation in any portion of the Selection Process. The MPD will not compensate off-duty members for their participation the Selection Process.
15. All communications related to this process must be emailed to mpd.testing@dc.gov.

16. Lieutenant to Captain Video-Based Structured Interview

- a. A proctor will provide members with directions on the date of the oral exercise.
- b. Members who choose not to comply with proctor's directions will forfeit their right to continue in the assessment.
- c. Exam materials and instructions shall be presented via video.
- d. Members will be expected to view information presented via video and then provide oral responses.
- e. Each member's oral responses shall be digitally recorded for scoring at a later date by a three-person panel comprised of law enforcement officials.
- f. Members' oral responses shall be evaluated based upon the content and correctness of their oral responses as well as their overall oral communication.

17. Lieutenant to Captain Writing Exercise

- a. Members shall complete a rank appropriate writing exercise utilizing an MPD computer.
- b. Proctors will provide members with oral instructions, an exam manual, a computer, a writing instrument, and scratch paper.
- c. Each member shall be expected to read and review written documents and prepare related documents.
- d. Captain candidates may be asked to review, explain and prepare materials related to serving as a captain, acting district commander, field commander, or a watch commander. This may include administrative investigations, adverse action hearings, pursuit packages, as well as crime strategies utilizing PD 93 Report, Daily Summary of Crimes (DCR Dashboard), and JSTACC Report (Joint Strategic and Tactical Analysis Command Center); all of which are available on MPDC Inside page.

NOTE: Forms listed herein are not all inclusive and should serve as general examples of items that members attempting to achieve the rank of captain should be familiar with using.

- e. Captain candidates should become familiar with the functional responsibilities of MPD captains, as well as relevant departmental forms and investigative templates utilized by the Department for administrative investigations.

- f. Members shall be expected to complete the writing exercise utilizing a computer equipped with Microsoft Office version 2016; therefore, members shall familiarize themselves with **all** programs included in Microsoft Office suite (e.g., Microsoft Word, Excel, or PowerPoint).
- g. Members should familiarize themselves with saving documents to a USB drive as well as to a Cloud.
- h. Members' completed written documents shall be evaluated by a three-person panel comprised of law enforcement officials, based upon correctness of grammar, punctuation, overall content and written communication.
- i. Members may wish to familiarize themselves with standard writing conventions. Optional resources are provided herein.

Phase II: (OPTIONAL) Writing & Grammar Resources
<p>Writing and Grammar: OWL // Purdue University Writing Lab</p> <p><i>The Elements of Style: Classic Edition (2018): With Editor's Notes, New Chapters & Study Guide.</i> Strunk, William Jr. and De A'Morelli, Richard. Spectrum Ink Publishing, Vancouver, British Columbia, Canada (July, 2018). ISBN: 978-1643990002</p> <p><i>The Best Little Grammar Book Ever!: Speak and Write with Confidence / Avoid Common Mistakes, 2nd Edition.</i> Miller, Arlene. Bigwords101, Petaluma, CA (2016). ISBN-13: 978-0991167449</p>

18. Total Scores

- a. Members who participate in successive components comprising the 2022 Promotional Selection Process shall note that their scores from Phase I will be combined with their scores from Phase II (i.e., oral exercise and the writing exercise) in order to create a register of eligible candidates from which promotions may be made.
- b. Candidates shall receive their final scores for the Promotional Selection Process in writing.
- c. The register of eligible candidates for the rank of captain shall be published as a circular.
- d. Members may request feedback on their Assessment Phase performance by emailing mpd.testing@dc.gov no later than two weeks after the register has been published.

VII. REFERENCE MATERIALS

- A. All phases of the 2022 Lieutenant to Captain Promotional Selection Process shall be comprised of items generated from the materials provided below as well as in Attachment A.
- B. All MPD Directives are available using the MPDC Inside page via Directives Online.
- C. As an alternative, members may access **non-law enforcement sensitive directives** using MPD's public website: <https://mpdc.dc.gov/page/directives-public-release>
- D. The reference materials identified in Attachment A and the D.C. Code identified herein are available via the Box Cloud Content Management in the folder titled "2022 Lieutenant to Captain".
- E. The 2022 Lieutenant to Captain reference materials can be accessed by any member from any computer or phone with an Internet connection.
- F. Members can access the reference materials identified in Attachment A and the D.C. Code identified within this circular using the following URL: <https://dcgov.box.com/v/lieutenanttocaptain>
- G. Members who choose to access the files are responsible for the safety and security of the information contained therein.
 - 1. Members **shall not** permit non-MPD personnel to view or access 2022 Lieutenant to Captain reference materials located on the Box.
 - 2. Members **shall not** share or disseminate law enforcement sensitive directives or materials without the permission of the Chief of Police, or his or her designee.
 - 3. Members who experience any difficulties accessing the Box shall send an email to mpd.testing@dc.gov requesting assistance. The inbox is monitored from 0900 through 1730 hours Monday through Friday.
- H. 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 **not as originally published.**
- I. **Members shall not use MPD resources to print any reference materials.**

Reference Material for the Rank of Lieutenant to Captain
<p>1. The MPD specific publications listed in Attachment A of this circular.</p> <ul style="list-style-type: none"> Reference materials identified in Attachment A are available on MPD's homepage (i.e., MPDC Inside) via Directives Online.
<p>2. The following sections of District of Columbia Criminal Law and Procedure as of November 30, 2021:</p> <p>Title 4 (Public Care Systems): § 4-501; § 4-506; § 4-512; § 4-517</p> <p>Title 5 (Police; Firefighters; Medical Examiner; and Forensic Sciences): § 5-115.01; § 5-115.03; § 5-333.02; § 5-333.03; § 5-333.04; § 5-333.05; § 5-333.06; § 5-333.07; § 5-333.08; § 5-333.09; § 5-333.10; § 5-333.11; § 5-1101; § 5-1102</p> <p>Title 22 (Criminal Offenses and Penalties): § 22-301; § 22-302; § 22-303; § 22-401; § 22-402; § 22-403; § 22-404; § 22-404.01; § 22-405; § 22-405.01; § 22-406; § 22-407; § 22-601; § 22-801; § 22-811; § 22-933; § 22-933.01; § 22-934; § 22-935; § 22-1001; § 22-1002; § 22-1002.01; § 22-1005; § 22-1101; § 22-1102; § 22-1211; § 22-1307; § 22-1312; § 22-1321; § 22-1322; § 22-1323; § 22-1341; § 22-1510; § 22-1803; § 22-1810; § 22-1931; § 22-2001; § 22-2101; § 22-2103; § 22-2105; § 22-2301; § 22-2302; § 22-2303; § 22-2501; § 22-2601; § 22-2701; § 22-2752; § 22-2801; § 22-2802; § 22-2803; § 22-3001; § 22-3006; § 22-3010.01; § 22-3019; § 22-3133; § 22-3211; § 22-3213; § 22-3215; § 22-3216; § 22-3221; § 22-3223; § 22-3227.02; § 22-3227.08; § 22-3241; § 22-3302; § 22-3312.01; § 22-3312.02; § 22-3701; § 22-4503.01; § 22-4504; § 22-4504.02; § 22-4514</p> <p>Title 23 (Criminal Procedure): § 23-581; § 23-701; § 23-901; § 23-903</p> <p>Title 25 (Alcoholic Beverages): § 25-827; § 25-828</p> <p>Title 48 (Foods and Drugs): § 48-904.07a; § 48-911.01; § 48-921.02; § 48-921.02a; § 48-1103; § 48-1201; § 48-1202</p> <p>Title 50 (Motor and Non-Motor Vehicles and Traffic): § 50-301.34; § 50-331; § 50-332; § 50-402; § 50-1401.01; § 50-1401.02; § 50-1501.04; § 50-1605; § 50-1651; § 50-1702; § 50-1703; § 50-1731.04; § 50-1731.05; § 50-1802; § 50-1905; § 50-2201.04; § 50-2201.04b; § 50-2203.01; § 50-2203.02; § 50-2206.01; § 50-2206.11; § 50-2206.12; § 50-2206.16a; § 50-2207.02</p> <p><u>NOTE:</u> All testable D.C. Code identified in this circular was last updated November 30; 2021. D.C. Code identified herein is available via the Box Cloud Content Management.</p>
<p>3. Schwartzberg, Joel. (2017). <i>Get to the Point!: Sharpen Your Message and Make Your Words Matter</i>. Oakland: Berrett-Koehler Publishers,</p>

Inc. [All chapters]; ISBN-13: 978-1523094110; ebook available free of charge: <https://dchr.dc.gov/page/percipio> or from various retailers

4. Scott, Kim. (2019). ***Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity (Revised and Updated 1st edition)***. New York: St. Martin's Press. [Chapters 5 – 8]; ISBN-13: 978-1250235374; available from various retailers
5. Ross, Howard J. (2020). ***Everyday Bias: Identifying and Navigating Unconscious Judgments in Our Daily Lives***. Lanham: Rowman & Littlefield Publishers. [All chapters]; ISBN: 978-1442258655; ebook available free of charge: <https://dchr.dc.gov/page/percipio> or from various retailers
6. Walker, Jeffrey T., and Hemmens, Craig. (2019). ***Legal Guide for Police: Constitutional Issues, 11th Edition***. New York: Routledge. [Chapters 2-8 and pages 229-231]; ISBN-13: 978-0367023249; available from various retailers

VIII. ADDITIONAL INFORMATION

- A. Members who wish to participate in the 2022 Promotional Selection Process must meet the eligibility requirements outlined within this circular.
- B. A teletype will announce registration deadlines and the application process.
- C. **In order to ensure confidentiality; there will be no makeup dates or times for any phase associated with the 2022 Promotional Selection Process.**
- D. All communication related to this selection process must be emailed to 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 affect any member's availability or ability to participate in the 2022 Promotional Selection Process at any time during the time period specified in this circular shall be reported **immediately and no later than Friday; January 21; 2022**; to the Testing and Assessment Branch at 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 with an option of sending a duplicate copy of the required information through the U.S. mail to Metropolitan Police Department; Professional Development Bureau; ATTN: Testing and Assessment Branch; 441 4th Street; NW; Suite 1060 North; Washington; DC 20001. **Members shall ensure military deployment notifications are received no later than Friday; February 4; 2022.**

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 2022 Promotional Selection Process and are therefore not permitted to discuss any part of the Selection Process with any member.

Commander Pamela Wheeler-Taylor
Inspector Tasha Bryant
Inspector LaShay Makal
Captain Daniel Harrington
Captain David Hong
Captain Ashley Rosenthal
Captain Paulette Woodson
Senior Police Sergeant Ronny Arce
Senior Police Sergeant Crystal Beslow
Senior Police Sergeant Theodore Dyson
Senior Police Sergeant Ronald Proctor

Any exchange of test related confidential information between candidates and any of the above listed members may lead to an investigation as well as possible disciplinary action; up to and including termination.

- I. The names of members who complete all components (i.e.; Phase I and Phase II) of the 2022 Promotional Selection Process shall be placed on the 2022 Register of Eligibles in descending order of the weighted components of the 2022 Promotional Selection Process. The names of members with identical ratings shall be ordered based upon seniority (i.e.; date promoted to lieutenant).
- J. Unless otherwise authorized by the Chief of Police; the 2022 Register of Eligibles

for the rank of captain shall remain in effect for two years from the date of establishment.

- K. Members who require clarification regarding this circular may contact the Testing and Assessment Branch by emailing mpd.testing@dc.gov.

IX. EMERGENCIES CONNECTED TO PHASE I OR 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 of the 2022 Promotional 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 202-727-9099 of the anticipated lateness. The CIC shall contact the Chairman who shall dispatch at least one sworn official to the candidate's location.
 3. 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 the testing location of the day; and
 - d. 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 2022 Promotional Selection Process; the information in the teletypes shall supplement the information contained within this directive.

XI. ATTACHMENTS

Attachment A: Promotional Section Process MPD Specific Reference Materials

Attachment B: 2022 Promotional Selection Process Candidate Information by Ergometrics & Applied Personnel Research; Inc.



Robert J. Contee III
Chief of Police

RJC:MC:LAW:MOC:BK

DIRECTIVE CONFORMING AMENDMENTS

Amendment #	Page	Description of Change	Effective Date of Change	Name and Title of Authorizing Member
1	13-14	Part VII.I.3-6: The external reference citations have been updated.	12/21/21	Maureen O'Connell, Director, Policy and Standards Branch
2	15	Part VIII.H: The list of members connected to the 2022 Promotional Selection Process has been updated.	1/11/22	Maureen O'Connell, Director, Policy and Standards Branch
3		Attachment A: GO-OPS-301.03 was re-published, and EO-21-031, EO-21-032, and EO-21-033 were published effective 12/30/21.	1/11/22	Maureen O'Connell, Director, Policy and Standards Branch
4	12	Part VII.C: Fixed typographical error.	1/12/22	Maureen O'Connell, Director, Policy and Standards Branch
5	5, 6, 8	Part V.K.1: Date change Part V,K.11: Date change Part VI.B.1: Date change Part VI.B.2: Change in email time from four to three days.	2/25/22	Maureen O'Connell, Director, Policy and Standards Branch

Attachment A
2022 Promotional Selection Process MPD Specific Reference Materials

GENERAL ORDERS		
100 SERIES: ORGANIZATION OF THE MPD		
GO-PER-100.11	04/25/2006	Medical Services
GO-PER-100.12	01/09/1998	Optional Sick Leave Program
GO-PER-100.14	07/26/2018	Compliance with Title 1 of the Americans with Disabilities Act
GO-PER-100.24	09/11/2015	Drug Screening Program
GO-PER-100.25	01/09/1998	Random Drug Screening Program
GO-PER-101.09	7/28/2011	Duties and Responsibilities of Sworn Officials
GOC-14-01	12/11/2014	GOC-14-01 [GO-OMA-101.09 (Duties and Responsibilities of Sworn Officials)]
GOC-18-04	8/10/2018	GOC-18-04 [GO-OMA-101.09 (Duties and Responsibilities of Sworn Officials)]
GO-PER-110.11	7/3/2019	Uniform, Equipment, and Appearance Standards
GO-PER-120.21	4/13/2006	Disciplinary Procedures and Processes
GOC-07-05	6/28/2007	GO-PER-120.21 (Disciplinary Procedures and Processes)
GOC-17-01	4/26/2017	GOC-17-01 [GO-PER-120.21 (Disciplinary Procedures and Processes)]
GO-PER-120.23	1/16/2004	Serious Misconduct Investigations
GOC-06-01	4/27/2006	GO-PER-120.23 (Serious Misconduct Investigations)
GOC-10-01	2/11/2010	GOC-10-01 [GO-PER-120.23 (Serious Misconduct Investigations)]
GO-OMA-120.24	5/2/2010	Revocation/Restoration of Police Powers
GOC-10-05	5/21/2010	GOC-10-05 [GO-OMA-120.24 (Revocation/Restoration of Police Powers)]
GO-PER-120.25	10/27/2017	Processing Complaints Against Metropolitan Police Department Members
GO-PER-120.28	2/1/2019	Personnel Performance Management System (PPMS) and the Supervisory Program (SSP)
200 SERIES: ADMINISTRATIVE PROCEDURES		
GO-PER-201.03	8/10/1988	Grievance Procedures
GO-PER-201.09	2/17/2005	Equal Employment Opportunity
GO-PER-201.17	4/16/2004	Outside Employment
GOC-08-04	8/22/2008	GO-PER-201.17 (Outside Employment)
GO-PER-201.21	1/6/2005	Limitations on Work Hours
GOC-05-06	8/3/2005	GO-PER-201.01 (Limitations on Work Hours)
GO-PER-201.22	6/1/2005	Fire and Police Disciplinary Action Procedure Act of 2004
GOC-05-05	1/9/2006	GO-PER-201.22 (Fire and Police Disciplinary Action Procedure Act of 2004)
GO-PER- 201.26	4/5/2011	Duties, Responsibilities and Conduct of Members of the Department
GO-PER-201.28	3/27/1990	Metropolitan Police Employee Assistance Program (MPEAP)
GO-PER-201.33	8/19/2016	Field Training Program

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GO-PER-201.35	3/25/2001	Customer Service Standards and Testing
GO-RAR-201.36	6/1/2017	Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics
GO-OMA-203.01	8/19/2008	Use of the Twenty-Four Hour Time System and the Energy Policy Act of 2005
GO-SPT-204.01	4/13/2001	Media
GO-PER-206.01	11/5/1978	Time and Attendance
300 SERIES: FIELD ACTIVITIES		
GO-SPT-301.01	12/28/1979	Vehicle Operation and Maintenance
GOC-13.02	3/21/2013	GOC-13-02 [General Order 301.1 (Vehicle Operation and Maintenance)]
GO-OPS-301.02	10/15/2021	Specialized Mission Units
GO-OPS-301.03	12/30/2021	Vehicle Pursuits
GO-SPT-302.01	11/24/2021	Calls for Service
GO-SPT-302.02	10/26/2012	Radio Broadcasts and Look-Outs
GO-SPT-302.04	4/21/2015	Teletype Unit Messages, Notifications, and Inquiries
GO-SPT-302.11	10/17/2013	Telecommunication Devices
GO-SPT-302.13	3/11/2016	Body Worn Camera Program
GOC-17-02	10/6/2017	GOC-17-02 [GO-SPT-302.13 (Body-Worn Camera Program)]
GOC-18-03	3/29/2018	GOC-18-03 [GO-SPT-302.13 (Body-Worn Camera Program)]
GO-OPS-303.03	6/20/2019	Vehicle Towing and Impoundment
GO-OPS-303.09	10/28/2020	License Plate Reader Program
GO-PER- 304.01	10/11/1987	Operation and Management of Criminal Investigations
GO-OPS-304.02	6/4/2018	Welfare Checks
GO-OPS-304.03	11/1/2012	Missing Person Reports
GOC-13-06	10/24/2013	GOC-13-06 [GO-OPS-304.03 (Missing Person Reports)]
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-SPT-304.13	4/30/2004	The Use of Photographs in Criminal Investigations
GO-OPS-304.14	11/27/2013	Interaction with Deaf and Hard of Hearing Persons
GO-OPS-304.15	3/19/2007	Unbiased Policing
GO-SPT-304.18	10/14/2020	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-SPT-305-01	1/28/2020	Interacting with Juveniles
GO-OPS-307.01	6/15/2015	Handling Drug Complaints and Investigations
GO-OPS-308.04	2/9/2015	Interacting with Mental Health Consumers
GO-OPS-308.09	7/12/2011	Investigating Robberies
GO-OPS-308.12	8/6/2013	Diplomats and Foreign Nationals

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GO-OPS- 308.14	10/31/2011	Interactions with Homeless Persons
GO-OPS-309.03	4/4/2006	Forcible Entries/Property Damage Caused by MPD Action
GO-SPT-309-06	11/18/2010	Child Abuse and Neglect
GO-RAR-310.06	4/15/2019	Metro Transit Police
GO-RAR-310.08	10/1/2021	Handling School-Based Incidents and Offense
400 SERIES: REPORTING PROCEDURES		
GO-SPT-401.01	7/19/2012	Field Reporting System
GO-SPT-401.02	10/31/2019	Crash Review Board
GO-SPT-401.03	1/14/2015	Traffic Crash Reports
GO-OPS-401.07	9/3/2004	Animal Complaints and Reporting Animal Bittings
500 SERIES: ARREST AND DETENTION PROCEDURES		
GO-PCA-501.02	1/5/2015	Handling Interactions with Transgender Individuals
GO-PCA-501.03	2/25/2003	Handling Intoxicated Persons
GO-PCA-501.05	7/15/2004	Arrests of Armed Forces Personnel
GO-PCA-501.06	11/22/2002	Fugitives From Justice
GO-PCA-501.08	8/15/2005	Arrest of Escapees From the D.C. Department of Corrections
GO-PCA-502.01	3/28/2014	Transportation and Searches of Prisoners
GO-PCA-502.02	8/26/2015	Handling Cases Involving Persons Suspected of "Driving While Under the Influence" (DUI and/or DWI)
GO-PCA-502.05	11/16/2021	Detention Journal
GO-PCA-502.06	3/29/2007	Citation Release Program
GO-PCA-502.07	4/1/2014	Medical Treatment and Hospitalization of Prisoners
600 SERIES: ARREST AND DETENTION PROCEDURES		
GO-SPT-601.01	4/30/1992	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-11.03	9/12/2021	GOC-11-03 [General Order 601.1 (Recording, Handling and Disposition of Property Coming into Custody of the Department)]
GOC-12.03	4/30/2012	GOC-12-03 [General Order 601.1 (Recording, Handling and Disposition of Property Coming into Custody of the Department)]
GOC-12-07	7/10/2012	GOC-12-07 [General Order 601.1 (Recording, Handling and Disposition of Property Coming into Custody of the Department)]
GOC-13-04	7/9/2013	GOC-13-04 [General Order 601.1 (Recording, Handling and Disposition of Property Coming into Custody of the Department)]
GO-SPT-601.03	7/9/2013	Handling and Accounting for Seized and Forfeited Property
GO-SPT-602.01	6/20/2019	Vehicle Searches and Inventories
GO-OPS-603.07	12/19/2002	Closed Circuit Television Cameras (CCTV)
700 SERIES: COURTS AND COURT PROCEDURES		
GO-PCA-701.03	9/29/2010	Handling Assaults on Police Officers
GO-PCA-702.01	10/20/1986	Arrest and Bench Warrants

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GO-PCA-702.03	12/23/2013	Search Warrants
800 SERIES: HOMELAND SECURITY		
GO-HSC-800.02	12/28/2006	Incident Command System
GOC-07-01	2/22/2007	GO-HS- 800.02(Incident Command System)
GO-HSC-801.01	9/30/2021	Crowd Management and Civil Unrest
GO-HSC-802.01	5/2/2011	Disasters, Attacks and Elevated Threat Warnings
GO-HSC-802.04	6/1/2009	Hazardous Materials Incidents
GO-HSC-802.06	8/19/2011	Suspicious Activity Reporting Program
GO-HSC-803.02	3/6/2012	Snow Deployment Plan
GOC-17-03	12/8/2017	GOC-17-03 [GO-HSC-803.02 (Snow Deployment Plan)]
GO-OPS-803.03	7/15/2004	Electrical Power Crisis
GO-HSC-803.06	5/19/2015	Command Information Center
GO-HSC-803.08	7/7/2014	MPD Emergency Communications Operating Plan During Major System Failures
GO-HSC-804.01	2/3/2011	Responding to Campus Incidents
GO-HSC-805.04	4/21/2009	Bomb Threats and Explosive Devices
GOC-10-07	12/8/2010	GOC-10-07 [GO-HSC-805.04 (Bomb Threats and Explosive Devices)]
GO-HSC-805.05	2/15/2011	Barricade/Hostage Situations and Other Unusual Incidents
900 SERIES: FIREARMS AND OTHER WEAPONS		
GO-RAR-901.01	6/12/2008	Handling of Service Weapons
GOC-08-08	11/14/2008	GO-RAR-901.01 (Handling of Service Weapons)
GOC-10-06	8/5/2010	GO-RAR-901.01 (Handling of Service Weapons)
GOC-16-02	5/2/2016	GO-RAR-901.01 (Handling of Service Weapons)
GO-RAR-901.04	1/1/2022	Less-Lethal Weapons
GO-RAR-901.07	1/1/2022	Use of Force
GO-SPT-902.01	6/27/2012	Firearms Registration and Receipt of Abandoned or Found Weapons
SPECIAL ORDERS		
SO-00-17	10/16/2000	Procedures for Handling Seized Monies
SO-00-19	8/16/2000	Compliance with Title II of the Americans with Disabilities Act
SO-03-18	10/20/2003	Automated External Defibrillator
SO-06-12	8/9/2006	Enhanced Use of CCTV to Combat Crime
SO-08-08	6/23/2008	Handling of Fireworks
SO-10-12	9/14/2010	Gun Offender Registry
SO-11-02	2/3/2011	Adult Protective Services
SO-11-11	6/7/2011	AMBER Alert
SO-11-15	7/13/2011	Special Liaison Division
SO-11-22	12/1/2011	Bias-related/Hate Crimes
SOC-12-03	3/27/2012	SOC-12-03 [SO-11-22 (Bias-Related/Hate Crimes)]
SO-12-03	1/27/2012	Religious Head Covers and Other Articles of Faith

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SO-13-10	10/24/2013	Silver Alert
SO-13-13	11/27/2013	Photographs, Video Recordings, and Audio Recordings of Crime Scenes
SO-14-05	7/30/2014	Command Information Center Traffic Desk
SO-14-13	12/17/2014	Tactical Emergency Casualty Care Program
SO-15-03	1/29/2015	The "Lively Standard"
SO-15-08	4/14/2015	Cell Phone Recovery Process
SO-16-11	8/11/2016	Education-based Development
CIRCULARS		
CIR-16-04	6/9/2016	Barring Notices
CIR-18-05	7/9/2018	Local Hatch Act (Permitted and Prohibited Political Activities)
CIR-20-01	5/18/2020	Ghost Guns Prohibition Emergency and Temporary Amendment Acts of 2020
CIR-21-05	4/12/2021	Opioid Overdose Treatment and Prevention Omnibus Amendment Act of 2020
CIR-21-06	4/15/2021	Vision Zero Enhancement Omnibus Amendment Act of 2020: Bicycle Safety Equipment and Headphone Use While Operating a Vehicle
CIR-21-10	10/29/2021	Cold Weather Reminder-2021-2022 Hypothermia Season
EXECUTIVE ORDERS		
EO-16-004	7/18/2016	Cobalt Reminders: Closing Cases in the Case Management System, Warrant Related Arrests, and Reviewing Field
EO-16-007	8/11/2016	Transporting Prisoners with a Wagon
EO-16-009	9/15/2016	BWCs: New Activation Requirements and Policy Reminder
EO-16-010	9/30/2016	Cobalt: Fugitive from Justice Arrests Resulting from Fresh Pursuit
EO-17-008	3/10/2017	Body-Worn Cameras: Consent Searches and the Execution of Search Warrants, Arrest Warrants, Custody Orders, and Warrantless Searches
EO-17-012	4/28/2017	Gender Identity and Expression Anti-Discrimination Policy
EO-17-019	6/13/2017	Outside Employment for Ride Sharing Services Pilot Program
EO-17-024	7/27/2017	Property Record, Property Release and Court Attendance Record Forms
EO-17-027	8/11/2017	Use of Government Vehicles
EO-17-032	11/17/2017	Response to Bias-Related Crimes and Incidents
EO-18-002	1/16/2018	Entering Firearms in RMS
EO-18-009	7/26/2018	Member Rights and Responsibilities Concerning Disability Retirement and Americans with Disabilities Act Accommodations
EO-18-010	7/30/2018	Categorizing Digital Evidence Associated With Internal Investigations
EO-18-014	9/21/2018	BWC: Standby Mode
EO-18-019	12/3/2018	On-Duty Treatment of Injuries and Illnesses
EO-19-006	9/16/2019	Obtaining Replacement Service Pistols
EO-20-003	1/10/2020	Disciplinary Procedures -Updates

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EO-20-004	1/23/2020	BWC Viewing
EO-20-006	2/11/2020	Extreme Risk Protection Orders
EO-20-044	7/3/2020	Comprehensive Policing and Justice Reform Second Emergency Amendment Act of 2020
EO-20-045	8/15/2020	Limitations on Consent Searches
EO-20-049	9/25/2020	Transporting Prisoners with a Wheelchair Accessible Van (WAV)
EO-21-002	1/7/2021	Electronic Control Device Placement
EO-21-005	2/12/2021	Service Pistols While on Sick Leave or Limited Duty
EO-21-007	3/25/2021	Immigration Enforcement Reminder and the Sanctuary Values Amendment Act of 2020
EO-21-012	4/26/2021	Intrafamily Offenses and Anti-Stalking Orders Amendment Act of 2020
EO-21-014	5/14/2021	MPD Email Requirements
EO-21-015	5/17/2021	Sexual Assault Victims' Rights Amendment Act of 2019
EO-21-017	6/24/2021	Change to GO-SPT-304.10 (Field Contacts, Stops, and Protective Pat Downs) and Consent Search Audits
EO-21-021	8/3/2021	Address Confidentiality Program
EO-21-025	10/08/2021	Social Media for Investigative and Intelligence-Gathering Purposes
EO-21-031	12/30/2021	Elimination of the PD Form 775 (Daily Patrol Activity Report)
EO-21-032	12/30/2021	Off-Duty Service Firearms and Police Action
EO-21-033	12/30/2021	Barricaded Subjects/Hostage Situations and Other Unusual Incidents
Standard Operating Procedures		
SOP-05-01	9/12/2005	Customer Service Standards and Testing
SOP-06-02	12/28/2006	Incident Command System (ICS)
LABOR AGREEMENTS		
Collective Bargaining Agreement Between The District of Columbia Government Metropolitan Police Department and the D.C. Police Union (Fraternal Order of Police/Metropolitan Police Department (FOP/MPD) Labor Committee) (Compensation Unit 3) EFFECTIVE October 1, 2017 through September 30, 2020.		
Compensation Collective Bargaining Agreement Between The District of Columbia Government and Compensation Units 1 and 2, EFFECTIVE October 1, 2017, through September 30, 2021.		
Labor Agreement between the Metropolitan Police Department and the National Association of Government Employees (NAGE) Local R3-05, Effective March 8, 2007 - September 30, 2010.		

Note:

- (1) 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.**

District of Columbia Metropolitan Police Department
2022 Lieutenant to Captain Promotional Selection Process



ERGOMETRICS & Applied Personnel Research, Inc.
www.ergometrics.org - 425.774.5700

Candidate Information

Introduction

Ergometrics & Applied Personnel Research, Inc., is a human resource management firm specializing in personnel selection and training. Established over 35 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.

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 captain will be able to flexibly adjust to conditions that are not exactly as they may have expected.

Overall Promotional Selection Process

There will be two phases for the captain promotional selection process:

1. Phase I: Written Multiple-Choice Exam
2. Phase II: Lieutenant to Captain Assessment

General Test Information

- You will be responsible for monitoring your own time and pacing yourself appropriately during the promotional 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 promotional 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.

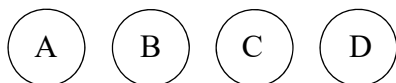
Phase I: Written Multiple-Choice Exam

The first phase of the captain promotional 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 promotion with other qualified members of the department. This exam is your opportunity to demonstrate your study ethic and personal effectiveness.

Overview

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 references published by the Department. The exam will be administered virtually. The following information contains additional details about the 2022 Promotional 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 with 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 end their testing session 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.

Example Written Exam Questions

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)*

According to GO-(RAR)-901.04, Oleoresin Capsicum OC Spray Dispensers, 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)

According to GO-(SPT)-302.13, Body-Worn Camera Program, when a member categorizes a body-worn camera (BWC) recording as “For Supervisory Review,” the member shall notify his or her supervisor

- A. immediately.
- B. prior to the end of his or her shift. (Correct Answer)
- C. by the end of his or her work week.
- D. after notifying the Metropolitan Police Department (MPD) BWC Program Director.

Sample #5: (Fill-In Format)*

According to DC Code § 23-523, 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

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

- | | | |
|-------|-------|---|
| _____ | _____ | <p>1. If you don't know the answer to an exam question, take a guess.</p> <p><i>True! Guessing is not penalized, and you just might choose the right answer.</i></p> |
| _____ | _____ | <p>2. Choose the longest answer option.</p> <p><i>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.</i></p> |
| _____ | _____ | <p>3. Choose the answer option that seems most logical to you.</p> <p><i>True! Rely on your knowledge of the assigned publications to think critically and logically when answering a question.</i></p> |

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.