

CIRCULAR



DISTRICT OF COLUMBIA

Title
**Announcement of the 2022 Detective
Grade Three Selection Process**

Number
CIR-22-09

Effective Date
August 29, 2022

Rescinds:
CIR-19-16 (Announcement of the 2019 Investigator
Selection Process), Effective Date: September 13, 2019
Related to: General Order 201.01 (Non Uniformed
Assignments)

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I. BACKGROUND

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

II. PURPOSE

The purpose of this circular is to announce the upcoming department-wide selection process for assignment to the position of detective grade three. The goal of the 2022 Detective Grade Three 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 2022 Detective Grade Three 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

In order to be eligible to participate in the 2022 Detective Grade Three Selection Process, a member must meet the following qualifications:
○ Has a minimum of three full years of service, continuous or intermittent, as a sworn member in the MPD as of October 22, 2022;
○ Has the Optional Sick Leave and Expected Tardiness program privileges in effect since October 22, 2021;
○ Has a most recent (Fiscal Year 2021) annual performance rating of 3-“Meets Expectations” or greater; and
○ Has all current in-service training and firearms certifications issued by the Metropolitan Police Academy.

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 order to meet the eligibility requirement for the 2022 Detective Grade Three Selection Process, the member’s FY2020 annual performance rating must have been a 3-“Meets Expectations” or greater.

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 Darren Haskis at darren.haskis@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. For other rating circumstances, members shall contact the Testing and Assessment Branch for guidance by email at mpd.testing@dc.gov.

IV. APPLICATION PROCEDURES

- A. Registration for the 2022 Detective Grade Three Selection Process will begin August 29, 2022 through 1700 hours on Wednesday, September 9, 2022. No exceptions shall be made for late applications.
- B. Interested members, who meet the eligibility requirements provided in this circular, shall complete the registration as follows:
 - 1. Log on to an MPD computer or mobile device using your department credentials.
 - 2. Access the registration portal by clicking on the link or QR code below:

[2022 Detective Grade Three Registration](#)



- 3. Complete the registration form with your information and submit by clicking the submit button at the bottom of the form.

4. You will receive a confirmation email via your department email. If you do not receive a confirmation email please contact the Testing and Assessment Branch via email at mpd.testing@dc.gov or by phone (202) 727-4772.

V. SELECTION PROCESS STRUCTURE

- A. Interested members shall participate in a competitive process.
- B. The 2022 Detective Grade Three 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 both oral and written exercises.
- 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 a Detective Grade Three. These ten competencies, listed below, shall form the basis of the 2022 Detective Grade Three 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 utilizing 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. Exhausts all leads in cases.
 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 UNDERSTANDING**: Quickly establishes rapport with diverse individuals. Elicits information through interviews and interrogations that aid 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 on Attachment A.
 - H. Phase two, oral and written assessments, 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: Written Multiple-Choice Test	20%
Phase II: Video-Based Structured Interview	40%
Phase II: Writing Exercise	40%

J. **Phase I: Written Multiple-Choice Test**

- 1. **Date**: Saturday, October 22, 2022

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 0830 hours. All candidates must arrive at the test location and check in no later than 0930 hours.
- 3. **Location**: Washington Times Arbor Ballroom
3600 New York Avenue, NE
Washington, D.C. 20002
- 4. **Requirements**:
 - a. Valid Photo ID (i.e., MPD ID or other government issued ID).

b. 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 and the exam has started.
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 Tuesday, October 25, 2022 at 0700 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. The subject line should read "Appeal for Detective Grade Three Exam".
 - c. Candidate's first name, middle initial, last name, CAD number, and organizational unit.
 - d. The question number being appealed.
 - e. A detailed written description of the correct response.
 - f. 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 the second of testing.**
- B. The cut-off score will be announced via teletype and members meeting or exceeding the cut-off score shall be invited to participate in the Phase II of the Detective Grade Three Selection Process Assessment.
- C. Days off will not be altered to accommodate members' participation in any portion of the Selection Process.
- D. Members who are scheduled to work on any exam date throughout the Selection Process shall report to their element prior to their exam time, provided their tour of duty begins prior to the start of the exam, 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.
- E. Phase II of the selection process (i.e., video-based oral exercises and writing exercises) shall utilize **all** reference materials listed in Attachment A.
- F. An optional candidate question and answer sessions shall be offered. Details shall be provided via teletype.
- G. Advancement to the 2022 Detective Grade Three Selection Process Assessment Phase is not a guarantee of assignment to the Investigative Services Bureau.
- H. **Phase II: Detective Grade Three Assessment Details**
 1. **Date:** Thursday, November 10, 2022
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 account no later than Friday, November 4, 2022.

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. 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, i-Pads, 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 Oral Exercise

- a. Members shall complete the oral exercise 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 video.
- d. Members shall be expected to view scenarios via video and provide oral responses. Only oral responses will be scored.
- e. Each members' 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 Detective Grade Three 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 Microsoft Office suite.
- e. Members should familiarize themselves with saving documents to a USB drive.
- f. Writing exercises shall be evaluated by a three person panel based upon the content and correctness of the written responses as well as the overall written communication.

10. Total Scores

- a. Members participating in all phases of the 2022 Detective Grade Three 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 assignments to the Investigative Services Bureau may be made.
- b. Candidates shall receive their final scores for the Detective Grade Three Selection Process in writing.
- c. The register of eligible candidates for the position of Detective Grade Three 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 Detective Grade Three 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/directivespublic-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 Detective Grade Three”.
- E. The 2022 Detective Grade Three 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://dcmgov.box.com/v/detectivegradethree>
- 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 Detective Grade Three 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 0700 through 1630 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 Detective Grade Three
<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 July 15, 2022:</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; 22-704; § 22-712; § 22-713; § 22-722; § 22-723; § 22-801; § 22-933; § 22-933.01; § 22-934; § 22-1101; § 22-1211; § 22-1312; § 22-1319; § 22-1341; § 22-1402; § 22-1404; § 22-1405; § 22-1406; § 22-1502; § 22-1510; § 22-1803; § 22-1805a; § 22-1806; § 22-1810; § 22-1832; § 22-1833; § 22-1834; § 22-1835; 22-1836; § 22-1901; § 22-1931; § 22-2001; § 22-2101; § 22-2102; § 22-2103; § 22-2106; § 22-2501; § 22-2704; § 22-2705; § 22-2801; § 22-2802; § 22-2803; § 22-3002; § 22-3003; § 22-3004; § 22-3005; § 22-3006; § 22-3008; § 22-3009; § 22-3009.01; § 22-3009.02; § 22-3009.03; § 22-3009.04; § 22-3010; § 22-3010.01; § 22-3010.02; § 22-3013; § 22-3014; § 22-3015; 22-3016; § 22-3018; § 22-3052; § 22-3053; § 22-3054; § 22-3102; § 22-3133; § 22-3211; § 22-3213; § 22-3215; § 22-3216; § 22-3221; § 22-3223; § 22-3231; § 22-3232; § 22-3241; § 22-3252; § 22-3302; § 22-3305; § 22-3312.01; § 22-3312.02; § 22-3531; § 22-3701; § 22-4503; § 22-4503.01; § 22-4504; § 22-4504.02; § 22-4511; § 22-4512; § 22-4514; § 22-4515a</p>

Title 23 (Criminal Procedure): § § 23–521; § 23–522; § 23–523; § 23–524; § 23–525; § 23–526; § 23–561; § 23–562; § 23–563; § 23–581; § 23–1502; § 23–1503; § 23–1504; § 23–1901; § 23–1902; § 23–1903; § 23–1904; § 23–1908; § 23–1909; § 23–1910

NOTE: All testable D.C. Code identified in this circular was last updated July 15, 2022. D.C. Code identified herein is available via the Box Cloud Content Management.

3. Del Carmen, Rolando V., and Walker, Jeffery T. (2019). Briefs of Leading Cases in Law Enforcement, 10th Edition. New York: Routedledge. [Chapters 1,2,4,5,6,7,8,9,10, 13,15, and 17-20]; ISBN-13: 9780367146924; available from various retailers

4. Bazzell, Michael, (2022). Open Source Intelligence Techniques: Resources for Searching and Analyzing Online Information, 9th Edition. [Chapters 12-14, 18, 24, and 25]; ISBN-13: 979-8794816983; available from various retailers

VIII. ADDITIONAL INFORMATION

- A. All communication related to this selection process shall be emailed to mpd.testing@dc.gov.
- B. Members shall use their assigned dc.gov email address for all communication regarding this process.
- C. Any circumstances including, but not limited to testing accommodations related to the Americans with Disabilities Act (ADA), religious accommodations, or others that would affect any member's ability to participate in the 2022 Detective Grade Three Selection Process at any time during the time period specified in this circular shall be reported **immediately and no later than Friday, September 30, 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.
- D. Members who are activated or who anticipate being activated for service and are located outside of the DC Metropolitan area in the Armed Forces, Reserves, 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. **Members shall ensure military deployment notification is received no later than Friday, September 9, 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.

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

Commander Daniel Godin
Inspector Lashay Makal
Senior Police Officer Ingrid Harkins
Detective Grade One Lenard Jenkins
Detective Grade One Thomas Sullivan

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

- F. Members should familiarize themselves with basic computer and word processing operations.
- G. The names of members who complete all components (i.e., Phase I and Phase II) of the 2022 Detective Grade Three Selection Process shall be placed on the 2022 Register of Eligibles in descending order of the weighted components of the 2022 Detective Grade Three Selection Process. The names of members with identical ratings shall be ordered pursuant to Article 25, *Seniority*, Labor Agreement between the MPD and the Fraternal Order of Police MPD Labor Committee.
- H. Disciplinary action shall affect a member's eligibility for promotion to the position of Detective Grade Three in accordance with the Labor Agreement between the FOP/Metropolitan Police Department Labor Committee and the Metropolitan Police Department.
- I. Pursuant to General Order 201.01 (Non-Uniformed Assignments), Part III(F)(4)(g)(7), members selected to be Detectives Grade Three 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. Detectives Grade Three promoted pursuant to this process who subsequently sustain adverse judicial or administrative findings related to truthfulness shall be subject to removal from the position.
- J. Unless otherwise authorized by the Chief of Police, the 2022 Register of Eligibles for Detective Grade Three shall remain in effect for two years from the date the Register is established.
- K. Members who require clarification regarding this circular may contact the Testing and Assessment Branch by emailing mpd.testing@dc.gov.

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, 2022 Detective Grade Three 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 2022 Detective Grade Three Selection Process, the information in the teletypes shall supplement the information contained within this directive.

XI. ATTACHMENTS

- A. 2022 Detective Grade Three Selection Process Reference Materials
- B. 2022 Detective Grade Three Selection Process Candidate Information by Ergometrics & Applied Personnel Research, Inc.



Robert J. Contee, III
Chief of Police

Attachment A

Topic/Series/#	Effective Date	Subject
100 SERIES		
GO-PER-110.11	7/3/2019	Uniform, Equipment, and Appearance Standards
200 SERIES		
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
300 SERIES		
GO-SPT-302.02	10/26/2012	Radio Broadcasts and Look-outs
GO-SPT-302.03	7/13/2022	Social Media
GO-SPT-302.13	3/11/2016	Body Worn Camera Program
GO-OPS-303.09	10/28/2020	License Plate Reader Program
GO-PER-304.1	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	7/14/2022	Handling 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

Attachment A

300 SERIES (CONTINUED)		
GO-SPT-304.16	2/2/2006	Electronic Recording of Custodial Interrogations
GOC-11-02	8/12/2011	Electronic Recording of Custodial Interrogations
GO-SPT-304.18	10/14/2020	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-OPS-304.20	7/14/2022	Civil Protection Orders and Criminal Restraining Orders
GO-OPS-305.01	1/28/2020	Interacting with Juveniles
GO-RAR-306.01	2/18/2005	Canine Teams
GO-OPS-308.04	2/9/2015	Interacting with Mental Health Consumers
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-OPS-309.05	3/2/2007	Handling Kidnapping/Extortion Cases
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 Offenses
400 SERIES		
GO-SPT-401.01	7/19/2012	Field Reporting System
500 SERIES		
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

Attachment A

600 SERIES		
GO-SPT-601.01	4/30/1992	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-11-03	9/12/2011	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-12-03	4/30/2012	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-12-07	7/10/2012	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-13-04	7/9/2013	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GO-SPT-601.02	2/3/2004	Preservation of Potentially Discoverable Material
GO-SPT-602.01	6/20/2019	Vehicle Searches and Inventories
GO-OPS-603.07	12/19/2002	Closed Circuit Television Cameras (CCTV)
700 SERIES		
GO-PCA-701.01	12/31/2008	Courts and Hearings
GOC-12-06	6/18/2012	Courts and Hearings
GO-PCA-701.04	11/10/2011	Service of Subpoenas and Civil Lawsuits
GO-PCA-701.06	8/2/2005	Court Appearance Notifications
GO-PCA-702.01	7/13/2022	Arrest Warrants
GO-PCA-702.03	12/23/2013	Search Warrants
800 SERIES		
GO-HSC-804.01	2/3/2011	Responding to Campus Incidents
GO-HSC-805.05	2/15/2011	Barricade/Hostage Situations and Other Unusual Incidents
900 SERIES		
GO-SPT-902.01	6/27/2012	Firearms Registration and Abandoned Firearms
SPECIAL ORDERS		
SO-04-17	9/3/2004	Issuance and Service of Grand Jury and Trial Subpoenas
SO-06-03	3/29/2006	Records Retention and Evidence Preservation

Attachment A

SPECIAL ORDERS (CONTINUED)

SO-06-12	8/9/2006	Enhanced Use of CCTV to Combat Crime
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	4/14/2015	Cell Phone Recovery Process
SO-17-03	6/23/2017	Digital Video Evidence Recovery (DIVRT) Kits

STANDARD OPERATING PROCEDURES

SOP-03.01	4/8/2003	Investigative Case Tracking and UCR Classification
SOP 05.01	9/12/2005	Customer Service Standards and Testing

EXECUTIVE ORDERS

EO16-004	7/18/2016	COBALT Reminders: Closing cases in the Case Management System, Warrant Related Arrests, and Reviewing Field Reports
EO-16-006	8/2/2016	Use of AXON Capture Application
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-17-032	11/17/2017	Response to Bias -Related Crimes and Incidents
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)
EO-20-045	8/15/2020	Limitations on Consent Searches
EO-21-015	5/17/2021	Sexual Assault Victims' Rights Amendment Act of 2019
EO-21-025	11/8/2021	Social Media for Investigative and Intelligence-Gathering Purposes
EO-21-033	12/30/2021	Barricaded Subjects/Hostage Situations and Other Unusual Incidents
EO-22-007	5/6/2022	Updated District of Columbia Superior Court Guidelines

Attachment A

EXECUTIVE ORDERS (CONTINUED)

EO-22-008	5/26/2022	Amendments to MPD's CCTV Policies
EO-22-010	7/13/2022	Regular or Continuous Associations and Involvements
EO-22-011	7/14/2022	Judicial Summonses and Booking Orders

TELETYPES

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

Titles and Chapters of District of Columbia Criminal Law and Procedure

Title 22 Criminal Offenses and Penalties, **Chapters 1 thru 37 and Chapter 45**

Title 23 Criminal Procedure, **Chapters 5 and 19**

OUTSIDE RESOURCE MATERIAL

Briefs of Leading Cases in Law Enforcement (Tenth Edition), Rolando V. Carmen / Jeffrey T. Walker, Published 2020. ISBN: 978-0367146924 (Paperback).

Chapters 1,2,4,5,6,7,8,9,10,13,15,17,18,19, and 20

Open Source Intelligence Techniques (Ninth Edition), Resources for Searching and Analyzing Online Information, Michael Bazzell, Published 2022. ISBN: 979-8794816983 (Paperback).

Chapters: 12,13,14,18,24,25

Metropolitan Police Department

2022 Detective Grade 3 Selection Process

Candidate Handout



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 38 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 promotional selection process for the rank of Detective Grade Three. The role of the detective is one of the most important roles in any police department. Should you be selected to become a Detective Grade Three, 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 a Detective Grade Three 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 Detective Grade Three 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 Detective Grade Three promotional selection process:

1. Phase I: Written Multiple-Choice Exam
2. Phase II: Detective Grade Three Written & Oral 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.

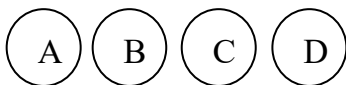
Phase I: Written Multiple-Choice Exam

The first phase of the Detective Grade Three 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 reading list published by the Department. The following information contains additional details about the 2022 Detective Grade Three Written 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

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.

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. Take the following quiz to examine your assumptions (answers on the following page).

True or False?

- | True | False | |
|-------|-------|----------------------------------------------------------------------------------|
| _____ | _____ | 1. If you don't know the answer to an exam question, take a guess. |
| _____ | _____ | 2. Choose the longest answer option. |
| _____ | _____ | 3. Choose the answer option that seems most logical to you. |
| _____ | _____ | 4. Choose the answer with a middle value when other options are higher or lower. |
| _____ | _____ | 5. More often than not, the correct answer is B or C. |

Answers to Quiz

1. **True!** *Guessing is not penalized, and you just might choose the right answer.*
2. **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. **True!** *Rely on your knowledge of the assigned publications to think critically and logically when answering a question.*
4. **False!** *This is another piece of bad advice you might come across somewhere. No such pattern is present on Ergometrics' exams.*
5. **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.*